

**PUBLIC WORKS MEMORANDUM**  
**#06-2026**

**DATE:** March 23, 2026

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager   
Jason Loveland, Deputy City Manager 

**FROM:** Sarah Borgers, Director of Public Works 

**SUBJECT:** CR-62 – Traffic Signal Design Contract

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**PURPOSE**

To consider CR-62, a resolution approving a contract with Kimley-Horn and Associates, Inc. for the Traffic Signal Design Project.

**BACKGROUND**

Staff has identified a series of traffic signal poles with either structural deficiencies or outdated technology. As part of the Traffic Signal Program, the final two span wire poles in the City have been identified to be replaced. These traffic signals are located at E. 117<sup>th</sup> Avenue & Washington Street and W. 100<sup>th</sup> Place & Huron Street.

Staff issued a Request for Proposal (RFP 2025-025) in October 2025 for the engineering and design of traffic signals at the two intersections. The City received seven proposals. Following a thorough review and evaluation process, staff selected Kimley-Horn and Associates, Inc. as having the top-ranked proposal.

**BUDGET/TIME IMPLICATIONS**

|                                      | Amount              |
|--------------------------------------|---------------------|
| <b>Traffic Signal Program Budget</b> | <b>\$769,637.00</b> |
| <b>Kimley-Horn Contract</b>          | (\$233,485.00)      |
| <b>Contingency (10%)</b>             | (\$23,348.50)       |
| <b>Budget Remaining</b>              | <b>\$512,803.50</b> |

Upon completion of the design, construction services will be advertised for bids.

**STAFF RECOMMENDATION**

Attached is CR-62, a resolution that, if approved, would authorize the Mayor to execute a contract between the City of Northglenn and Kimley-Horn and Associates, Inc. for the Traffic Signal Design Project in an amount not to exceed \$233,485.00. This resolution will also authorize the City Manager to approve minor changes in the scope of the project and execute relevant change orders up to an approved expenditure limit of \$256,833.50. Staff recommends approval of CR-62.

**STAFF REFERENCE**

If Council members have questions, please contact Sarah Borgers, Director of Public Works, at sborgers@northglenn.org or 303.450.4005.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-62  
Series of 2026

\_\_\_\_\_  
Series of 2026

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND KIMLEY-HORN AND ASSOCIATES, INC. FOR THE TRAFFIC SIGNAL DESIGN PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Professional Services Agreement between the City of Northglenn and Kimley-Horn and Associates, Inc., attached hereto, in an amount not to exceed \$233,485.00 with a ten percent (10%) contingency of \$23,348.50 for a total amount not to exceed \$256,833.50 for the Traffic Signal Design Project is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
SHANNON LUKEMAN-HIROMASA  
Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, MMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and Kimley-Horn and Associates, Inc. (hereinafter referred to as "Consultant").

**RECITALS:**

A. The City requires professional services.

B. Consultant has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting services for the Project.

**I. SCOPE OF SERVICES**

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described in **Exhibit A** which is attached hereto and incorporated herein by this reference.

**II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY**

The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

**III. OWNERSHIP OF WORK PRODUCT**

The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work. Any modifications or reuse of the Consultant's work product without the written authorization or adaptation by the Consultant will be at the City's sole risk and without liability to the Consultant.

**IV. COMPENSATION**

A. In consideration for the completion of the services specified herein by Consultant, the City shall pay Consultant an amount not to exceed two hundred thirty-three thousand four hundred eighty-five dollars (\$233,485). Payment shall be made in accordance with the schedule of charges in **Exhibit B** which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

#### **V. COMMENCEMENT AND COMPLETION OF WORK**

Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete, and Consultant shall furnish the City the specified deliverables as provided in **Exhibit A**.

#### **VI. CHANGES IN SCOPE OF SERVICES**

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

#### **VII. PROFESSIONAL RESPONSIBILITY**

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any negligent errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by negligent errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

#### **VIII. INDEMNIFICATION**

A. INDEMNIFICATION – GENERAL: The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the City, its Council members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, under this Agreement; provided, however, that the Consultant need not indemnify or save harmless the City, its Council members, its officers, agents and employees from damages resulting from the negligence of the Council members, officials, officers, directors, agents and employees.

B. INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE: The Consultant shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the City, its Council members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, in the performance of professional services under this Agreement. The Consultant is not obligated under this subparagraph IX.B. to indemnify the City for the negligent acts of the City, its Council members, or any of its officials, officers, directors, agents and employees.

C. INDEMNIFICATION – COSTS: Consultant shall, to the fullest extent permitted by law, defend, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands at the sole expense of Consultant or, at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with any such liability, claims or demands. Consultant shall, to the fullest extent permitted by law, defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the City, its Council members, officials, officers, directors, agents and

employees, the City shall reimburse Consultant for the portion of the judgment attributable to such act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees.

D. To the extent this Agreement is subject to C.R.S. § 13-50.5-102(8), Contractor's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to defend, indemnify and hold harmless the City may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

## **IX. INSURANCE**

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employer's Liability Insurance with minimum limits of five hundred thousand dollars (\$500,000) each incident, five hundred thousand dollars (\$500,000) disease - policy limit, and five hundred thousand dollars (\$500,000) disease - each employee.

2. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers or its employees shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Consultant's insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn  
Attn: Risk Manager  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

E. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat., §§ 24-10-101, et seq., as from time to time amended, or otherwise available to the City, its officers, or its employees.

**X. NON-ASSIGNABILITY**

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

**XI. TERMINATION**

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

**XII. CONFLICT OF INTEREST**

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest

constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

**XIII. VENUE**

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

**XIV. INDEPENDENT CONTRACTOR**

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the City for any purposes.

**XV. NO WAIVER**

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

**XVI. ENTIRE AGREEMENT**

This Agreement and the attached **Exhibits A and B** is the entire Agreement between Consultant and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

**XVII. SUBJECT TO ANNUAL APPROPRIATION**

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations of the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated.

**XVIII. NOTICE**

Any notice or communication between Consultant and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: City of Northglenn  
11701 Community Center Drive  
Northglenn, Colorado 80233-8061

Consultant: Kimley-Horn and Associates, Inc.  
421 Fayetteville Street, Suite 600  
Raleigh, NC 27601

**XIV. FORCE MAJEURE**

Notwithstanding any other provision of this Agreement, the Consultant shall not have liability for or be deemed in breach because of delays caused by any factor outside of its reasonable control, including



but not limited to natural disasters, adverse weather, epidemics, pandemics, or act of the City, third parties, or governmental agencies.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

**CITY OF NORTHGLENN, COLORADO**

By: \_\_\_\_\_

ATTEST:

Meredith Leighty

Print Name

Mayor

Title

Date

\_\_\_\_\_  
Johanna Small, MMC Date  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Corey Y. Hoffmann Date  
City Attorney

**CONSULTANT:**

By: \_\_\_\_\_

\_\_\_\_\_  
ANTHONY PRATT  
Print Name

ATTEST:

By: \_\_\_\_\_  
\_\_\_\_\_  
JESSICA DAVIS  
Print Name

\_\_\_\_\_  
ASSOCIATE  
Title

\_\_\_\_\_  
2/9/26  
Date

\_\_\_\_\_  
Notary 2/9/26  
Title Date

»» MP 07





## 4) Project Approach

### Statement of Understanding

**The intersection of 117th Avenue & Washington Street** is adjacent to a busy section of the City, providing direct access to EB Rains Jr. Memorial Park via an existing span-wire signal. This T-intersection is bordered by multi-family homes to the west and constrained by ROW at the back of walk and existing single-family homes to the east. Existing curb ramps are outdated and must be upgraded to current PROWAG standards. Pole placement (particularly on the east side) will be constrained by existing underground utilities. Further complicating the design, the span-wire signal must remain operational throughout construction.

**The intersection of 100th Place & Huron Street** lies next to Northglenn High School and is served by an existing span-wire signal that provides access for hundreds of single-family homes on one of the City's highest-traffic corridors: Huron Street. Existing curb ramps are undersized and non-compliant with PROWAG standards. Pole placement will be constrained by ROW limits, homeowner-perceived property boundaries, underground utilities, and overhead electric/telecom lines (which will require undergrounding, as coordinated by the City). Further complicating the design, the existing span-wire signal must remain operational during construction, and activities should be limited to summer months to minimize school-related impacts.

**Our team understands delivering traffic signal designs at these intersections with minimal impact to existing conditions and utilities while ensuring safe access for vehicles, pedestrians, and bicyclists will greatly benefit the community.**

### Design Approach

Following City, CDOT, and Manual for Uniform Traffic Control Devices (MUTCD) standards, our team will design a traffic signal with associated push button posts/pedestal poles (as needed), electrical design, curb ramps (per PROWAG), erosion control, suggested construction phasing, and appropriate final signal heads and signage. **Each intersection presents several important factors related to design and implementation that our team has paid specific attention to:**

#### 117th Avenue & Washington Street

- ◆ **Constraints:** The east side of the intersection is dense with undergrounded utilities across the entirety of the paved area between the curb and the fence line/ROW (**see image 1**) and alcoves/easements for existing signal/power equipment are already very tight (**see image 2**). **Since the existing traffic signal will remain in operation, Kimley-Horn plans to install a dual mast arm on the east side of the intersection at the current street light location (see Image 3). This area is already free of utilities, and the street light can be removed because its lighting will be incorporated into the signal.** The dual mast arm approach minimizes utility impacts and streamlines the approach in the constrained area.
- ◆ **Opportunities:** If the approach above does not work and no other options can be found, the Kimley-Horn team is willing and able to support the City with easement descriptions and procurement. Our internal team is adept at producing legal descriptions for easements and can assist the City with coordination with constituents to obtain access expeditiously.

#### 100th Place & Huron Street

- ◆ **Constraints:** Overhead electric and telecom lines on the west side of the intersection will need to be undergrounded to install a mast arm installation. Kimley-Horn and the City must consider where those lines will be relocated (working in lockstep with the utility provider) so the proposed pole locations do not interfere with the relocated lines (**see image 4**). Additionally, existing sidewalks and ramps are very narrow, and with a large student population walking to nearby Northglenn High School, providing PROWAG-compliant pedestrian access will be vital (**see image 5 on page 8**). Lastly, coordination with Adams 12 will be crucial, as the district will likely be willing to assist with improvements (pole placement and ramp improvement

Site Photo: Image 1



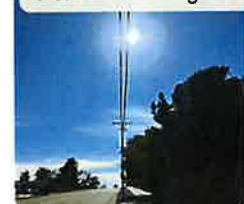
Site Photo: Image 2



Site Photo: Image 3



Site Photo: Image 4





easements) if we can perform the work outside of the school year. **Kimley-Horn performed all these actions (support of utility undergrounding relative to signal poles, complex ramp improvements, and Adams 12 coordination) on the 136th Avenue and Legacy High School project and is equipped to support the City as much as needed to complete the work.**

- ◆ **Opportunities:** The existing intersection grade poses challenges for curb ramp design. Kimley-Horn intends to maintain the current back-of-walk elevations to minimize property impacts and will adjust grades within the intersection as needed, which will likely result in some changes. While this will be minimized, the existing pavement in the intersection is already in poor condition (see image 6). Kimley-Horn will look to provide widened, PROWAG-compliant curb ramps by utilizing the existing rock landscape areas and can explore a dual mast arm approach with poles on the NE and SW corners. This approach minimizes signal foundation footprints and provides more flexibility in ramp configurations on the other two corners, which are more constrained.



## Data Collection

**Boundary/Topographic Survey:** Kimley-Horn will obtain and complete a boundary and topographic survey. This work will involve establishing local survey control with at least two survey control monuments and will comply with City standards for datum and coordinate systems. The survey will identify items including, but not limited to, existing surface features, topography, utilities, easements, ROW, and property boundaries. It is assumed that all work will occur within City ROW or easements. If required by design, Kimley-Horn can support the preparation of (and survey within) legally acquired ROW or easements.

**SUE:** Based on the requirements of State of Colorado Senate Bill 18-167, a SUE investigation is required to be conducted by a professional engineer to meet Quality Level B (QL-B) requirements (per ASCE 38). Additionally, the City requires signal pole foundation investigations for all signal poles at both intersections. Kimley-Horn will perform QL-B and QL-A investigations (with the support of listed subconsultants) to investigate longitudinal bore hazards and clear pole foundation locations to the best of our ability, with assistance from the City to determine the exact number and location of test holes. We estimate up to six holes per intersection for the purposes of this proposal. **Our design approach is to locate the proposed equipment such that utility relocation is not required, thereby expediting the entire design process.**

## Project Management

High-quality project management and organization are critical for meeting project goals and maintaining budgets and schedules. We will prepare a Project Management Plan (PMP) for the project that will serve as a roadmap for successful project completion—defining key objectives, risks and mitigations, a detailed baseline schedule and budget, action item and decision registers, a communication plan, and a quality plan. **Tyler will work with the City to confirm that the PMP elements meet the City's needs, focused on keeping costs within budget and the schedule on time.**

## Additional Work Items

Kimley-Horn will prepare a detailed scope and fee upon award, outlining the preparation of construction documents including plans, cost estimates, and project specifications, separated by intersection to allow independent bidding if needed. Deliverables will be provided at the 30%, 60%, 90%, and final design stages. **Kimley-Horn takes great pride in delivering high-quality, accurate deliverables.** Additionally, we have budgeted for limited construction-phase services to support bidding and respond to contractor questions/request for information (RFI) as needed.

**The following items are understood to be outside the current scope but can be provided for an additional fee if required for this project:**

- Utility Coordination
- Drainage Design
- Public Engagement
- Geotechnical Investigation
- Legal Descriptions/ROW Acquisition





Proposal for Design Services for **TRAFFIC SIGNAL REPLACEMENT**

## 5) Fee Proposal

As shown in **Figure 2**, our team has taken a deep dive into what it takes to deliver a final construction document package and construct these improvements. On the surface, the designs may appear straightforward; however, there are likely challenges that will arise, and our team is prepared to work through and mitigate them. We recognize that the fee amount shown may represent a larger portion of the budget than anticipated; however, based on our experience designing similar projects, we believe the base fee provided accurately reflects the tasks and level of effort required to achieve the project's goals. **That said, we will work with the City to refine our approach and fee as needed to meet the City's needs and deliver a final construction document package and implementation plan. This includes reimbursable expenses, which are estimates and may change as the scope and needs of the project evolve. The rates provided are valid for the entire duration of this project.**

Figure 2. Fee Proposal

|                                                                                                                       | Sr. Engr. II/ Sr.Prof.II<br>Matt Ciarkowski<br>Senior Professional/ Principal | Engr./ Prof.<br>Tyler Loeffler<br>Project Manager | Engr./ Prof.<br>Mary Gormley<br>Traffic Lead | Engr./ Prof.<br>Laura Minchik<br>Survey | Engr./ Prof.<br>Chris Howard<br>SUE | Engr./ Prof.<br>Dustin Colwell<br>Electrical Design | Analyst II<br>Ian Wingate<br>Production | Clerical /<br>Admin | Totals    |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------|-----------------------------------------|-------------------------------------|-----------------------------------------------------|-----------------------------------------|---------------------|-----------|
| Rates                                                                                                                 | \$325                                                                         | \$250                                             | \$250                                        | \$300                                   | \$300                               | \$250                                               | \$185                                   | \$130               |           |
| Hours                                                                                                                 | 59                                                                            | 118                                               | 150                                          | 87                                      | 67                                  | 18                                                  | 322                                     | 8                   |           |
| Estimated Total Labor by Individual                                                                                   | \$19,175                                                                      | \$29,500                                          | \$37,500                                     | \$26,100                                | \$20,100                            | \$4,500                                             | \$59,570                                | \$1,040             |           |
| <b>1. Project Management &amp; Meetings</b>                                                                           |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| 1.A Project Management Plan                                                                                           | 2                                                                             | 2                                                 |                                              |                                         |                                     |                                                     |                                         |                     | 4         |
| 1.B Project Meetings                                                                                                  | 8                                                                             | 16                                                | 2                                            | 2                                       | 2                                   | 2                                                   | 2                                       |                     | 34        |
| 1.C Monthly Invoicing, Budget Monitoring, and Reporting                                                               |                                                                               | 8                                                 |                                              |                                         |                                     |                                                     |                                         | 8                   | 16        |
| 1.D Comment Review/Stakeholder Meetings                                                                               | 8                                                                             | 16                                                | 8                                            |                                         |                                     |                                                     |                                         |                     | 32        |
| Total Labor Hours                                                                                                     | 18                                                                            | 42                                                | 10                                           | 2                                       | 2                                   | 2                                                   | 2                                       | 8                   | 86        |
| Total Labor Fee                                                                                                       | \$5,850                                                                       | \$10,500                                          | \$2,500                                      | \$600                                   | \$600                               | \$500                                               | \$370                                   | \$1,040             | \$21,960  |
| <b>2. Data Collection</b>                                                                                             |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| 2.A Boundary/Topographic Survey                                                                                       | 2                                                                             | 2                                                 |                                              | 85                                      |                                     |                                                     |                                         |                     | 39        |
| 2.B Phase 1 SUE (QL-B)                                                                                                | 2                                                                             | 2                                                 |                                              |                                         | 55                                  |                                                     |                                         |                     | 59        |
| 2.C Phase 2 SUE (QL-A)                                                                                                | 2                                                                             | 2                                                 |                                              |                                         | 10                                  |                                                     |                                         |                     | 14        |
| Total Labor Hours                                                                                                     | 6                                                                             | 6                                                 | 0                                            | 85                                      | 65                                  | 0                                                   | 0                                       | 0                   | 162       |
| Total Labor Fee                                                                                                       | \$1,950                                                                       | \$1,500                                           | \$0                                          | \$25,500                                | \$19,500                            | \$0                                                 | \$0                                     | \$0                 | \$48,450  |
| <b>3. 30% Design</b>                                                                                                  |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| 3.A 30% Design, Plans, & Cost Estimate                                                                                | 10                                                                            | 20                                                | 40                                           |                                         |                                     |                                                     | 80                                      |                     | 150       |
| Total Labor Hours                                                                                                     | 10                                                                            | 20                                                | 40                                           | 0                                       | 0                                   | 0                                                   | 80                                      | 0                   | 150       |
| Total Labor Fee                                                                                                       | \$3,250                                                                       | \$5,000                                           | \$10,000                                     | \$0                                     | \$0                                 | \$0                                                 | \$14,800                                | \$0                 | \$33,050  |
| <b>4. 60% Design</b>                                                                                                  |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| 4.A 60% Design, Plans, Specifications & Cost Estimate                                                                 | 10                                                                            | 20                                                | 40                                           |                                         |                                     | 8                                                   | 120                                     |                     | 198       |
| Total Labor Hours                                                                                                     | 10                                                                            | 20                                                | 40                                           | 0                                       | 0                                   | 8                                                   | 120                                     | 0                   | 198       |
| Total Labor Fee                                                                                                       | \$3,250                                                                       | \$5,000                                           | \$10,000                                     | \$0                                     | \$0                                 | \$2,000                                             | \$22,200                                | \$0                 | \$42,450  |
| <b>5. 90% Design</b>                                                                                                  |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| 5.A 90% Design, Plans, Specifications & Cost Estimate                                                                 | 10                                                                            | 20                                                | 40                                           |                                         |                                     | 4                                                   | 80                                      |                     | 154       |
| Total Labor Hours                                                                                                     | 10                                                                            | 20                                                | 40                                           | 0                                       | 0                                   | 4                                                   | 80                                      | 0                   | 154       |
| Total Labor Fee                                                                                                       | \$3,250                                                                       | \$5,000                                           | \$10,000                                     | \$0                                     | \$0                                 | \$1,000                                             | \$14,800                                | \$0                 | \$34,050  |
| <b>6. Final Design</b>                                                                                                |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| 6.A Construction Plans, Specifications & Cost Estimate                                                                | 5                                                                             | 10                                                | 20                                           |                                         |                                     | 4                                                   | 40                                      |                     | 79        |
| Total Labor Hours                                                                                                     | 5                                                                             | 10                                                | 20                                           | 0                                       | 0                                   | 4                                                   | 40                                      | 0                   | 79        |
| Total Labor Fee                                                                                                       | \$1,625                                                                       | \$2,500                                           | \$5,000                                      | \$0                                     | \$0                                 | \$1,000                                             | \$7,400                                 | \$0                 | \$17,525  |
| <b>EXP. Reimbursable Expenses (Estimates)</b>                                                                         |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| Utility Locating (Mayo Geophysical) [Estimate Only]                                                                   |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     | \$4,000   |
| Utility Potholing (NG Companies) [Estimate Only]                                                                      |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     | \$32,000  |
| 6 test holes per intersection, two days of field work, traffic control, and permits. Cost per test hole ~\$2,000 each |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     |           |
| Total Labor Fee                                                                                                       |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     | \$197,485 |
| Total Expense Fee                                                                                                     |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     | \$36,000  |
| Total Proposed Base Fee                                                                                               |                                                                               |                                                   |                                              |                                         |                                     |                                                     |                                         |                     | \$233,485 |