TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 6.a.

Agenda Item: **Resolution 25-G-32 to award Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies**

Meeting Date: May 27, 2025

Category: General

Prepared by: Mike Shindledecker Transportation Engineer, John Irish, Acting Director of Public Works - Engineering

Description:
This resolution provides authorization for the Town to execute a contract with Kittleson & Associates for RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies.

Background:
The Town Council previously resolved to submit a grant application under the Safe Streets and Roads for All (SS4A) Program of the United States Department of Transportation under Resolution 24-G-17 on March 26, 2024. The Town was successful in its application and executed a grant agreement with the Federal Highway Administration effective January 8, 2025.

The Town released a Request for Proposal (RFP) on January 6, 2025. Written technical proposals were received from ten (10) firms on or before February 14, 2025. Following in-person interviews with the three (3) top-rated offerors, the evaluation committee selected Kittleson & Associates, Inc. as the top-rated firm and thereafter negotiated favorable terms and budget. Activities under this contract will consist of professional services, grant/project administration, and public engagement.

The project is anticipated to kick off in June 2025 and run through 2027. The first phase, the Roadway Safety Action Plan, will involve extensive public outreach and intermittent coordination with Town Council in Summer/Fall 2025. The first phase is anticipated to conclude in Spring 2026 when the consultant and staff will return to Town Council for an endorsement of the plan. Subsequent phases of the ADA Transition Plan and Road Safety Studies will occur in late 2026 into 2027.

Timing Impact:
The project is anticipated to kick off in June 2025 and run through 2027. The first phase, the Roadway Safety Action Plan, will involve extensive public outreach and intermittent coordination with Town Council in Summer/Fall 2025. The anticipated conclusion of the

first phase, the Roadway Safety Action Plan, and endorsement by the Town Council will be in Spring of 2026.

Strategic Focus Area:
Strong Fiscal Stewardship
Good Governance

Fiscal Impact:
The Town previously secured a $400,000 grant with a 20% local obligation of $100,000 for a total estimated project cost of $500,000. The negotiated contract with Kittleson & Associates, Inc. is estimated at $450,000. The remaining $50,000 will be used for incidentals related to the contract or be held in contingency. Funds will be appropriated by the fiscal year as described below and 80% of incurred costs will be reimbursed by the Federal Highway Administration up to a maximum of $400,000.

Anticipated appropriations per fiscal year are as follows:

- FY25: $10,000 (to be covered with account transfers)
- FY26: $200,000 (as approved in the FY26 budget)
- FY27: $290,000

Legal Impact:
This contract was procured under Town Code Chapter 30, Article VIII Fiscal Procedures, Division 2 – Procurement and requires Town Council approval as a multi-year contract in excess of $100,000.

Staff Recommendation/Next Steps:
The staff recommends that the Town Council approve the attached resolution to award and execute Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies between the Town of Herndon and Kittleson & Associates, Inc.

Attachments:
1. Resolution 24-G-17
2. Resolution (Proposed)
3. PowerPoint