



Engineering Services

901-A Texas Street Denton, Texas 76209 (940) 349-8910 fax (940) 349-8951

To: Karen Smith- Purchasing Manager

From: W. Todd Estes, P.E.-City Engineer

Date: November 7, 2017

Re: PSA Kimley Horn Associates, Inc., for Development Review

The City of Denton has experienced a turnover in staff over the last six months that has reduced the engineering review capacity to perform development reviews in a timely manner. The reduction in staff comes at a time of increased development activity within the City's extra-jurisdictional and jurisdictional limits. As such, workloads and demands on staff time have decreased staff efficiency and accuracy to fulfill review timelines. The engineering review team has two vacancies currently open and the City is actively seeking applicants to fill these vacancies. It is anticipated that any new staff hired to fill existing vacancies will require at least three months to complete, putting the timeline for securing internal resources into the first month of 2018.

In the short term, the City needs to be able to increase its capacity to meet development review demands. Recently, the City has utilized Kimley Horn Associates, Inc., on a very interim basis to provide staff augmentation in preliminary project reviews. The staff augmentation of a single graduate engineer did facilitate better efficiency by freeing up current City staff to spend their time and energy on activities directly related to the development review process. With the current increase in development activity, it is necessary to further increase the capability and experience of the staff augmentation role through the utilization of experienced licensed professional engineers.

Kimley Horn Associates, Inc., has multiple professional engineers within their Metroplex offices to facilitate greatly increased development review efficiency and timeliness. These engineers have a wealth of development knowledge and experience with the City of Denton's development requirements and processes. It is with this basis that Kimley Horn Associates, Inc., is the best fit to both enable the City to maintain its obligations and expectations to the development community while simultaneously adapting (and assisting) to the change currently initiated by City staff to streamline the City's Development Processes.

Currently, the City is advertising a Request for Qualifications for Professional Engineering Services to include development review, project management, roadway and intersection design, traffic signal and street light design, wastewater design, water system design and storm water design. However, this RFQ began advertising November 3, 2017, with the selection and award phases of this process concluding in January of 2018. The contract recommended by staff provides a temporary solution for the City to increase development review capacity until internal staff can be hired and the Professional Services RFQ selection process can be completed. A contract for these services has been provided to you for processing and approval by City Council.