

RESOLUTION NO. 2026-42

A Resolution authorizing the City Manager to enter into a Professional Services Contract for the Transportation System Plan Update with Kittelson & Associates, Inc.

RECITALS:

WHEREAS, the City of McMinnville issued a Request for Proposals for professional services to prepare an update to the City's Transportation System Plan (TSP) in accordance with the City's adopted transportation planning objectives; and

WHEREAS, proposals were received and evaluated through a Qualifications-Based Selection (QBS) process consistent with Oregon public contracting requirements; and

WHEREAS, Kittelson & Associates, Inc. met all proposal requirements and was determined to be the most qualified consultant following proposal evaluation and consultant interviews; and

WHEREAS, the City has negotiated the scope of services, project team, fee, schedule, and contract terms with Kittelson & Associates, Inc. for completion of the Transportation System Plan Update; and

WHEREAS, the Transportation System Plan Update will provide a comprehensive, multimodal transportation framework to support future growth, housing, employment, economic development, and transportation system investments within the City of McMinnville; and

WHEREAS, the negotiated fee for the base scope of services is \$761,723.97; and

WHEREAS, a contingency authorization of \$84,824.60 is included to address additional public involvement activities, Council work sessions, technical analyses, regulatory requirements, or other unforeseen project needs that may arise during completion of the Transportation System Plan Update; and

WHEREAS, funding for the Transportation System Plan Update is included within the adopted Street and Transportation Fund budgets.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That the City Manager is authorized to enter into a Professional Services Contract with Kittelson & Associates, Inc. in the amount of \$761,723.97 for preparation of the City of McMinnville Transportation System Plan Update.
2. That the City Manager is authorized to approve and execute additional contingency services, as necessary, up to \$84,824.60, for a total authorized contract amount not to exceed \$846,548.57.
3. That contingency funds may be utilized to address additional public outreach, Council and Planning Commission work sessions, technical analyses, regulatory requirements, project refinements, or other services determined necessary by the City Manager to successfully complete the Transportation System Plan Update.
4. This resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 23rd day of June, 2026 by the following votes:

Ayes: Cunningham, Tucholsky, Chenoweth, Geary, Peralta

Nays: _____

Approved this 23rd day of June 2026.



MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder