



1 Trophy Wood Drive, Trophy Club, TX 76262 | 682.237.2900 | [info@trophyclub.org](mailto:info@trophyclub.org) | [trophyclub.org](http://trophyclub.org)

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**To:** Mayor and Town Council

**From:** Matt Cox, Director of Community Development

**CC:** Wade Carroll, Town Manager  
Anita Otterson, Acting Town Secretary

**Re:** Pavement Analysis Services by DTS  
Town Council Meeting, May 18, 2022

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**Agenda Item:**

Take appropriate action regarding a requisition for procurement of the pavement analysis services from Data Transfer Solutions (DTS) for the Town of Trophy Club for a fee not to exceed \$50,000, over two fiscal years.

**Strategic Link:**

**Infrastructure & Development:**

1. Develop a long-term evaluation and maintenance plan for all Town owned infrastructure.
2. Collaborate effectively with other governmental entities.

**Administrative & Financial Services:**

1. Exercise fiscal discipline in all Town operations.

**Safety & Security:**

1. Prioritize traffic Safety.
2. Foster a safe environment for residents and visitors.

**Background and Explanation:**

The Community Development Department is requesting the authorization and use of Data Transfer Solutions (DTS) for pavement analysis throughout the Town of Trophy Club. Services will be obtained through the TX Share program offered by NCTCOG. DTS is a Transportation Planning, Engineering, GIS, and Asset Management solutions company focused on performance-based analysis of infrastructure including pavement and any features above ground located within the right-of-way, including sidewalks, ADA ramps, and signs. DTS has provided data collection services for Houston, Southlake, Arlington, San Antonio, Austin, and El Paso. The utilization of the DTS data collections will allow staff to make informed data-based decisions when planning for future CIP needs, by using a multi-year strategy based off the newest technology driven information provided.

**Financial Considerations:**

Funding for the agreement with DTS is through the Street Maintenance Fund, Street Maintenance line item. An existing PO for street repairs will be closed and the \$42,000 will be used to issue a PO for DTS for FY22. DTS services may also be used next year if appropriated to a total of \$50,000.

**Legal Review:**

The Town attorney has reviewed the agreement.

**Board/Commission/ or Committee Recommendation:**

Not applicable

**Staff Recommendation:**

Staff recommends approval of the agreement with Data Transfer Solutions (DTS) for a fee not to exceed \$50,000 for the purchase of pavement analysis over two years.

**Attachments:**

- Data Transfer Solutions (DTS) Quote/Agreement
- Requisition Request

## ANNOUNCEMENTS AND REPORTS

### 6. Summary of the Community Clean-Up held April 30, 2022. (W. Carroll)

Community Development Director Matt Cox provided an update on the event. This year it was moved back to the High School and everything went very smoothly. Cars started lining up at 6:50 am and a little over 300 cars dropped off HHW. The unofficial totals of waste collected are: 3800 pounds of paper shredded, over 300 pounds of flammables, and over 2200 pounds of paint. Thank you to Republic for adding an extra hour to the event.

### 7. Update on Taste of Trophy Club (T. Jaramillo).

Parks and Recreation Director Tony Jaramillo gave an update on the Taste of Trophy Club event. It was the first event of this kind and he felt it was very successful. An estimated 2500 people attended the event, the entertainment was phenomenal and everyone had fun. He thanked the sponsors that donated \$3500 for the event. The restaurants all did well and one of them ran out of food; they were impressed with the crowd size. He thanked the TCPRVA, TC police Department, Fire Department and Streets Department, and his team that worked long hours on the event. He played a short video taken at the event. Mayor Fleury praised the event.

## CONSENT AGENDA

9. Take appropriate action to approve the Town Council Meeting Minutes of April 26, 2022 (A. Otterson).
10. Consider and take appropriate action regarding an Interlocal Cooperation Agreement between the Town of Trophy Club and Denton County for the use of the Denton County Radio Communications System. (P. Arata)
11. Take appropriate action approving the Interlocal Agreement (ILA) with North Central Texas Council of Governments (NCTCOG) for the purchase of certain goods and services; and authorizing the Town Manager or his designee to execute all necessary documents. (M. Cox)
12. Take appropriate action authorizing an agreement for the pavement analysis services between the Town of Trophy Club and Data Transfer Solutions (DTS) for a fee not to exceed \$50,000, over two fiscal years (M. Cox).
13. Consider and take appropriate action increasing Professional Turf Products PO Number 22-00039 from \$48,948.50 to \$51,738.52 (T. Jaramillo).
14. Approve the contract extension with Five Stone Creative for Audio / Visual Meeting management Services, increasing PO 22-00091 from \$13,500 to \$22,500 (\$2,250 per month, 4 months) (W. Carroll).

A motion was made by Mayor Pro Tem Lamont to approve Consent Agenda Items 9 through 14. The motion was seconded by Council Member Flynn. The motion carried unanimously.

## INDIVIDUAL ITEMS

### 15. Case ME-22-001 (Social Oak Sign Meritorious Exception)

Consider and take appropriate action regarding a request for a Meritorious Exception for a proposed sign for Social Oak Wine & Whiskey Bar generally located at the northeast corner of SH 114 and Trophy Club Drive addressed as 2230 E. Hwy 114, Suite 550, in PD-30. (M. Cox)

Mr. Cox stated that our ordinances allow for an applicant to apply for a Meritorious Exception for a sign if the sign exceeds or is outside the parameters set forth. Social Oak has presented an application. Both signs exceed the height allowed by the PD. Mr. Cox presented photos of the proposed signs and explained that because of the unique design of the building,



## PURCHASE REQUISITION FORM

Date : 5/17/2022

PO Number \_\_\_\_\_

Department \_\_\_\_\_ Streets \_\_\_\_\_

Vendor (Name & Address)  
Data Transfer Solutions, LLC  
3680 Avalon Park E Blvd Ste. 200  
Orlando, FL 32828

Delivery Address  
1 Trophy Wood Drive  
Trophy Club, TX 76262

Project# \_\_\_\_\_

Account Number	Description	Quantity	Unit Amount	Total Amount
10-360-65500	Pavement Analysis	1	41,732.00	\$ 41,732.00
Co-op info:	Purchase through TX Share ILA with NCTCOG			
			Total	\$ 41,732.00

This is for Data Transfer Solutions (DTS) to conduct pavement analysis and provide information on the data collected, *not to exceed 50,000 in the next 24 years*  
Comments

Requested by: Kevin O'Dell

Approved by:

Finance Approved by:

The Town of Trophy Club must have a completed Vendor Packet on file before a requisition can be accepted by the Finance Department.



**TOWN OF TROPHY CLUB**  
1 Trophy Wood Drive  
Trophy Club, TX 76262

## PURCHASE ORDER

**PO Number:** 22-00133

**Date:** 05/17/2022

**Request #:** REQ01001

**Vendor #:** VEN02458

**ISSUED TO:** Atkins Renewable Resources Corporation  
4030 West Boy Scout Blvd  
Suite 700  
Tampa, FL 33607-

**SHIP TO:** Town of Trophy Club  
1 Trophy Wood Drive  
Trophy Club, TX 76262

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Pavement Analysis	41,732.00		10-360-65500	41,732.00
					<b>TOTAL</b>	<b>41,732.00</b>

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Original invoice plus one copy must be sent to: Town of Trophy Club, 1 Trophy Wood Drive, Trophy Club, TX 76262.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the Town.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The Town is exempt from all federal excise and state tax - ID# 75-2047474.

**Finance Dept. (682) 237-2900 FAX (682) 237-2996**