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**To:** Mayor and Town Council

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

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

**Re:** Pavement Analysis Services by DTS  
Town Council Meeting, February 14, 2023

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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 \$29,212 for FY23.

**Strategic Link:**

**Infrastructure & Development:**

1. Develop a long-term evaluation and maintenance plan for all Town owned infrastructure (CIP projects).
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 to continue services with Data Transfer Solutions (DTS) for pavement analysis throughout the Town of Trophy Club, for a Council approved PO for \$50,000 in FY22, yet did not roll into FY23. A total of \$12,520 was paid out of the previous PO for services provided in FY22. Services were 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.

**Financial Considerations:**

Appropriations for the agreement with DTS will be acquired through the Street Maintenance Fund, Street Maintenance line item. The \$29,212 will be used to issue a PO for DTS for FY23, leaving a remaining balance of \$73,290.49 in 10-360-65500.

**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 \$29,212 for the purchase of continued pavement analysis for FY23.

**Attachments:**

- Data Transfer Solutions (DTS) Quote/Agreement
- Requisition Request FY23
- Supporting Documents