



HIGHLAND CITY COUNCIL AGENDA

TUESDAY, DECEMBER 2, 2025

AMENDED

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

VIRTUAL PARTICIPATION



YouTube Live: <http://bit.ly/HC-youtube>



Email comments prior to meeting: council@highlandut.gov

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Mayor Kurt Ostler

Pledge of Allegiance: Council Member Kim Rodela

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

2. PRESENTATIONS

- a. **Legislative Update - Senator Brady Brammer & Representative Kristen Chevrier**
Senator Brammer and Representative Chevrier will provide an update on upcoming legislation related to Highland City.
- b. **Library Annual Report**
The Library Board will present their annual report to the City Council.
- c. **Thank You to Mayor Kurt Ostler**
The City Council and Staff will recognize Mayor Kurt Ostler for his commitment and service to Highland City.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

- a. **Approval of Meeting Minutes General City Management**
Stephannie Cottle, City Recorder
October 7, 2025
- b. **Approval of Meeting Minutes General City Management**
Stephannie Cottle, City Recorder
October 21, 2025
- c. **Approval of Meeting Minutes General City Management**
Stephannie Cottle, City Recorder
November 18, 2025 Canvass Meeting

4. ACTION ITEMS

- a. **PUBLIC HEARING/ORDINANCE: General Plan, Comprehensive Update and Amendment, Public Hearing General Plan Amendment (Legislative)**
Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will discuss the proposed comprehensive update and amendment to the General Plan, hold a public hearing, and adopt the draft amended General Plan if ready to do so.
- b. **RESOLUTION: Boundary Line Adjustment Between Highland City and Draper City General City Management**
Stephannie Cottle, City Recorder
The City Council will consider the adoption of a resolution indicating the intent of Highland City to adjust a common boundary with Draper City.
- c. **ACTION: Rename Canterbury South Park - Charlie Greenland Park General City Management**
Kim Rodela, Council Member, Scott Smith, Council Member, Ron Campbell, Council Member, Erin Wells, City Administrator
The City Council will consider whether to rename Canterbury South Park to Charlie Greenland Park.
- d. **ORDINANCE: Alcohol License Amendments - Removing Per-Zone Limit Municipal Code Update (Legislative)**
Kim Rodela, Council Member, Scott Smith, Council Member, Rob Patterson, City Attorney/Planning & Zoning Administrator
The City Council will consider repealing the restriction on the number of alcohol licenses that may be issued within a particular zone within the Town Center, while maintaining the overall 4-license limit within Highland City.
- e. **RESOLUTION: Personnel Policy Regulations - Elected Officials Retirement Contribution Amounts General City Management**
Erin Wells, City Administrator, Jess Andra, Human Resources Generalist
The City Council will consider the City's policy on retirement contributions for elected officials.

5. EXPEDITED ITEMS

Items in this section are to be acted upon by City Council. These items have been brought before Council previously. The report and presentation may be abbreviated.

- a. **RESOLUTION: Lone Peak Public Safety District Interlocal Agreement Amendment General City Management**
Erin Wells, City Administrator
The City Council will consider adopting changes to the Lone Peak Public Safety Interlocal Agreement, specifically on the assessment formula for the Fire Department charged to each city.
- b. **ACTION: 4800 West Design Contract Approval General City Management**
Chris Trusty, City Engineer/Public Works Director
The City Council will consider the award of a design contract for the 4800 West Safety Improvement project.
- c. **ACTION: Public Works Work Order System General City Management**
Chris Trusty, City Engineer/Public Works Director
The City Council will consider the purchase and implementation of asset management software.

6. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

- a. **Council Vacancy Update** *Kurt Ostler, Mayor*
- b. **Development Update: Ridges at Alpine** *Rob Patterson, City Attorney/Planning & Zoning Administrator*
- c. **Meeder Investment Update** *David Mortensen, Finance Director*
- d. **Possible Safety Improvements to City Hall, the Library, & the Justice Court** *Erin Wells, City Administrator*
- e. **America 250 Grant** *Kurt Ostler, Mayor*

7. CLOSED MEETING

The City Council may recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

ADJOURNMENT

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandut.gov).

Please note the order of agenda items are subject to change in order to accommodate the needs of the City Council, staff and the public.

Posted and dated this agenda on the 26th day of November 2025.

Stephannie Cottle, CMC |UCC, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.
--



HIGHLAND CITY COUNCIL MINUTES

Tuesday, October 7, 2025

Waiting Formal Approval

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Ron Campbell

Pledge of Allegiance: Council Member Doug Cortney

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:05 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Council Member Ron Campbell, after which Kyra Colledge sang the National Anthem. Those in attendance were led in the Pledge of Allegiance by Council Member Doug Cortney.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodeal	Absent
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Tanya Colledge, Josh Colledge, Kyra Colledge, Jeff Martin, Bradley Martin, Liz Rice, Brian Braithwaite, Ellen Kim, Julia Coffesohn, Maple Flanagan, Tayjel Rowland, Alexis Griffeth, Tyson Donaldson, Ankita Yadav, Anaya Gaur, Wesley Warren, Brandon Balkman, Shauna Larson, Kelli Campbell

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

There were no public comments.

2. PRESENTATIONS

a. **Appreciation Awards to Fling Committee Members** *Kurt Ostler, Mayor*

The City Council will recognize the Fling Committee Members for their efforts during the 2025 Fling.

Mayor Ostler recognized several individuals who contributed to the success of the Highland Fling event held in August 2025. The Mayor noted that these individuals had been serving for many years, making significant time commitments to ensure the event's success.

Recipients recognized during the meeting included:

- Brandon Balkman (Disc Golf)
- Shauna Larson (Arts Council)
- Kelli Campbell (Band Coordinator)
- Council Member Doug Cortney (Parade organization)
- Council Member Ron Campbell (City Council Representative)
- Lone Peak Police and Fire Representatives

Mayor Ostler also mentioned that several individuals could not attend, including Claudia Sudweeks (Historical Committee), Tammy Parker (Play Day Rodeo), Roy Buehler (Horseshoes), and Lane Downs (Car Show). The Mayor noted that the Lone Peak Police and Fire departments played crucial roles in safety during the week, mentioning they even responded to a fire in the business district during the event. He expressed appreciation to all City staff, Council Members, and community volunteers who helped with the Fling.

b. Timpanogos Special Service District Operations and 2026 Rates Update

Brian Braithwaite, Timpanogos Special Service District (TSSD) Representative, will present an update on operations and 2026 user rates as they relate to Highland City.

Brian Braithwaite, Timpanogos Special Service District (TSSD) Representative and former Highland City Council member, presented an update on operations and future rate increases. He explained that the district has been expanding the plant over several years with more construction still planned. Mr. Braithwaite discussed two main challenges facing the District:

- PFAS chemicals ("forever chemicals") that require expensive treatment, which the district is attempting to address by holding manufacturers responsible rather than passing all costs to residents.
- Significant cost increases for the plant expansion, with bids now 250% higher than when initially planned in 2015.

He informed the Council that user rates would increase by 15 percent in 2026 and another 15 percent in 2027, followed by anticipated three percent annual increases thereafter. Impact fees for new development will also increase to help cover expansion costs. The district plans to spend approximately \$310 million in 2026 as part of the expansion. Council Members and Mayor Ostler asked about the chemical treatment requirements, how water volume is calculated, and the expected lifespan of the upgrades. Mr. Braithwaite explained that the expansion is projected to last about 30 years, with some infrastructure elements lasting up to 40 years.

City Administrator Wells reminded the Council that about a year ago, they reviewed the sewer fund in light of increasing TSSD assessments to consider rate adjustments. The aim was to ensure the City's sewer fund revenues would be sufficient to cover the anticipated cost increases stemming from the TSSD's rate adjustments.

Council Member Campbell asked Administration to provide an explanation of why there are two different sewer fees paid by City residents. Finance Director Mortensen stated the reason for having two different sewer fees on residents' bills is to enhance transparency. The separate components are: one fee for the City's maintenance of its sewer lines, and another fee for the services provided by the Timpanogos Special Service District (TSSD). This division helps residents understand what part of the fees are allocated for direct City services and what part goes

toward the District's sewage treatment and operational costs. Over the years, the amounts charged have diverged from the actual costs expended in each category. Part of the City's strategy is to adjust these charges more closely with the actual expenses, thereby ensuring that the City's portion accurately reflects maintenance costs and the district portion reflects treatment and operational fees billed by the TSSD.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion. Items on the consent agenda may be pulled for separate consideration.

- a. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
July 29, 2025 City Council & Library Board Meeting
- b. **Approval of Meeting Minutes** *General City Management*
Stephannie Cottle, City Recorder
August 5, 2025

Council Member Doug Cortney requested changes to both sets of minutes as follows:

- For the July 29, 2025 minutes: Removing "council member" before "Mayor Kurt Ostler" and changing "Council Member Kevin Tams" to "Library Board Member Kevin Tams"
- For the August 5, 2025 minutes: Correcting language about Liz Rice's question regarding flat roofs.

Council Member Doug Cortney MOVED to adopt the consent agenda with the changes mentioned.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Absent</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:0

4. ACTION ITEMS

- a. **RESOLUTION: Grass Field Use Policy** *General City Management*
Jay Baughman, Assistant City Administrator/Community Development Director
The City Council will discuss the edits to the Field Use Policy presented in the packet and consider adopting the updated policy document.

Assistant City Administrator/Community Development Director Baughman presented proposed changes to the grass field use policy, similar to the baseball policy updated a few months prior. The changes included:

- Removing Cedar Hills City Recreation League
- Removing Wimbleton South from rentable fields as it lacks restroom facilities
- Adding "Town Center Meadows" for clarity
- Removing the nonprofit rate
- Increasing fees by \$5 (games from \$30 to \$35, practices from \$15 to \$20)
- Setting all-day rental at \$300 to match baseball field rates

Discussion among the Council and staff centered around questions about field reservations at Highland Family Park, the discrepancy between hourly and daily rates, government agency rates, and the practicality of the \$300 all-day rate given that it costs more than eight hours of hourly rental. Council members discussed field striping for soccer fields, noting this was not currently included in the policy but should be explored. The Council also addressed procedures for cancelling reservations due to inclement weather, with staff clarifying that renters would not be charged for unused hours due to weather conditions.

Council Member Ron Campbell MOVED that City Council approve the Resolution Adopting Fee Schedule Changes for Fiscal Year 2025-2026 and Adopting the Highland City Grass Field Use Policy and the Ordinance Repealing City Code Section 12.24.070 Organized Play on City Parks.

Council Member Doug Cortney SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Absent</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:0

5. EXPEDITED ITEMS

Items in this section are to be acted upon by City Council. These items have been brought before Council previously. The report and presentation may be abbreviated.

- a. ACTION: 10400 North 6000 West Intersection Design Award** *General City Management*
Chris Trusty, City Engineer/Public Works Director

The City Council will consider a design award to Cross Engineering in the amount of \$28,100 for the design of the 6000 West and 10400 South intersection improvements, which include curb and gutter and sidewalk.

Council Member Cortney congratulated City Engineer/Public Works Director Trusty on his one-year employment anniversary with Highland City.

City Engineer Chris Trusty presented a design award recommendation for the 10400 North and 6000 West intersection improvements. The project would include curb, gutter, and sidewalk installation to improve pedestrian access to nearby schools. Three engineering firms submitted proposals, with Cross Engineering providing the lowest bid at \$28,100. Mr. Trusty recommended awarding the contract to Cross Engineering.

During discussion among the Council and staff, Council Member Smith raised concerns about maintaining parkway detail, the landscaping strip between sidewalk and curb, consistent with the rest of the area. The Council discussed the importance of consistency with City standards and ensuring any design would accommodate fire trucks and snowplows. Mr. Trusty agreed to ensure the parkway detail would be included in the design and to bring back cost information for landscaping, which was not included in the current project funding.

Council Member Scott L. Smith MOVED that City Council award the design bid to Cross Engineering in the amount of \$28,100 for the 10400 North 6000 West Intersection improvement project.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Absent</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:0

b. ACTION: Sidewalk Maintenance Bid Award General City Management

Chris Trusty, City Engineer/Public Works Director

The City Council will consider approving a bid award for Precision Concrete Cutting for sidewalk maintenance in the amount of \$37,171.58.

City Engineer Chris Trusty presented a bid from Precision Concrete Cutting for sidewalk maintenance in the Country Club area. The bid amount was \$40,888.74, which included a 10% contingency. Mr. Trusty explained that the work primarily involved grinding down uneven sidewalks to improve safety and ADA compliance, rather than complete replacement. He noted that some areas would require sidewalk replacement due to tree root damage, but those would be addressed separately after working with affected homeowners to remove problematic trees.

Council Member Scott Smith expressed appreciation for the sidewalk improvement work, noting its importance in preventing falls, especially for older residents.

Discussion among the Mayor, Council, and staff included future plans to have Local Technical Assistance Program (LTAP) conduct a comprehensive evaluation of all City sidewalks to help prioritize maintenance more systematically, rather than responding primarily to complaints.

Council Member Doug Cortney MOVED that City Council approve a bid award to Precision Concrete Cutting in the amount of \$40,888.74.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Absent</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:0

c. RESOLUTION: Surplus Sale General City Management

Chris Trusty, City Engineer/Public Works Director

The City Council will consider a resolution for the disposal of Personal Public Property.

City Engineer/Public Works Director Trusty presented two items for surplus:

- Playground equipment at Heritage Park that is being replaced

- A Sensus Drive MXU (meter reading device) that was purchased but not used after the city switched to a different brand

The playground equipment was being replaced as part of the city's regular rotation, partly due to safety concerns and difficulty finding replacement parts. Council Member Smith asked if the equipment could be reused in another park, but Mr. Trusty explained it would not meet current standards.

The Council discussed the surplus process, confirming items would be listed on the state surplus website for approximately 14 days, after which successful bidders would coordinate pickup with the City.

Council Member Ron Campbell MOVED that City Council APPROVE the resolution declaring the indicated items as surplus and AUTHORIZE the sale or disposal of these items.

Council Member Scott L. Smith SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Absent</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:0

6. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

a. Lone Peak Fire Assessment Discussion Kurt Ostler, Mayor, Erin Wells, City Administrator

Mayor Ostler and City Administrator Erin Wells led a discussion regarding funding formulas for the Lone Peak Public Safety District, focusing specifically on the Fire Department portion. Ms. Wells explained the current issues:

- Highland pays 65 percent of fire costs but receives only 45 percent of combat staff.
- Alpine pays 35 percent of costs but receives 55 percent of combat staff.
- When staffing is reduced from eight to seven personnel (which happens 70 percent of the time), Highland drops to three staff while Alpine maintains four.

Ms. Wells presented several potential funding formulas being considered:

- Highland's proposal: Funding on taxable property value (58 percent Highland/42 percent Alpine).
- Alpine's proposals: Various combinations of equivalent residential units (ERUs), call volume, taxable value and population.
- Base cost proposals: Splitting either 50 percent or 81 percent of costs evenly, with remaining costs based on population.

Council Members expressed frustration with Alpine's perceived delay tactics and emphasized that the current arrangement is unfair to Highland residents. They discussed the importance of maintaining a four-person minimum staffing level at each station for safety reasons and stressed that while they prefer to keep the district intact, Highland needs to ensure equitable treatment. Chief Patton clarified that ideally the district needs 10 combat staff positions per day to ensure minimum staffing levels are maintained, but they are currently working toward getting to nine positions. The Mayor noted that Alpine has until October 30th to accept Highland's taxable value proposal, after which time negotiations would shift to discussing base cost arrangements.

b. Canal Boulevard Traffic Calming Update *Chris Trusty, City Engineer/Public Works Director*

Chris Trusty provided an update on traffic calming measures for Canal Boulevard. Completed measures include:

- Installation of a crosswalk at Featherstone (rapid flashing beacons pending)
- Painting of optical speed bars
- Installation of radar speed limit signs on the east end

The Council Members offered positive feedback regarding some of the traffic calming improvements that have already been completed.

Mr. Trusty noted pending measures include:

- Installation of buffered bike lanes
- Addition of bulb-outs or a median island at the Windsor crossing

Mr. Trusty sought Council direction on whether to install bulb-outs, which would impede bike lanes, or a concrete median island similar to what was installed on 6000 West. The Council expressed preference for the median island to preserve bike lanes and potentially including delineators along the shoulder. Mr. Trusty also mentioned that flashing LED stop signs had been installed at Canal Boulevard and 6000 West to further improve safety.

c. Open Space Sale Rate *Kurt Ostler, Mayor, Doug Cortney, Council Member*

Mayor Ostler and Council Member Doug Cortney led a discussion on revising the methodology for pricing orphaned open space parcels sold to adjacent property owners. The current formula uses 25 percent of the average value of 10 random parcels in the city. Council Member Cortney had previously expressed concern that this method might not reflect true market value. The Mayor proposed using actual county assessor valuations of previously sold orphaned parcels as a more accurate benchmark. Data presented showed average values of \$5.72 per square foot across multiple subdivisions, compared to the current \$4.74 rate.

Council Member Smith cautioned that while fair market value is important, the Council should consider the balance between revenue and the benefit of transferring maintenance responsibility to property owners.

Council Member Campbell emphasized the City's obligation to receive adequate compensation for property it sells.

The Council agreed to bring this topic back for further discussion after the new year, when rate resolutions are typically updated.

d. Protocol for Police Interaction with Elected Officials *Kurt Ostler, Mayor, Brian Gwilliam, Police Chief*

Police Chief Brian Gwilliam discussed appropriate protocols for interactions between law enforcement and elected officials. He emphasized several key points:

- Treating officers with respect and professionalism;
- Avoiding using official positions to influence police operations;
- Understanding boundaries between governance and operations;
- Avoiding giving instructions or directives to police officers; and
- Remembering that interactions are being recorded.

The Chief addressed scenarios including traffic stops and domestic calls, advising council members to be respectful, follow officer instructions, and understand that their position should not change how they are treated. He noted that for any potentially criminal matters involving elected officials, outside agencies would be called.

in after initial contact to avoid conflicts of interest. Discussion also covered protocols for concealed carry notification and building security concerns.

e. Building Security *Kurt Ostler, Mayor, Erin Wells, City Administrator*

City Administrator Erin Wells raised concerns about building security in light of recent violent events. She requested permission to explore security options for the Council Chambers, Library, and City Hall front desk area, specifically in an active shooter scenario, with a focus on maintaining a welcoming environment while improving safety.

The Council expressed support for exploring options and bringing recommendations back to the group. They discussed using fund balance for any security improvements, with Council Member Campbell emphasizing the importance of maintaining compliance with the Americans with Disabilities Act (ADA).

Mayor Ostler and members of staff reviewed the calendar of upcoming meetings/events in the City. They briefly discussed the scheduled “Meet the Candidates/Debate” event for the 2025 Municipal General Election, with a focus on the format of that event.

7. CLOSED MEETING

The City Council may recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

At 9:10 pm Council Member Doug Cortney MOVED that the City Council recess the regular meeting to convene in a closed meeting in the Executive Conference Room to discuss pending or reasonably imminent litigation, as provided by Utah Code Annotated §52-4-205.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Absent</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:0

Council Member Ron Campbell MOVED to adjourn the CLOSED MEETING and Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.

The CLOSED MEETING adjourned at 9:39 pm.

ADJOURNMENT

Council Member Doug Cortney MOVED to adjourn the regular meeting and Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 9:39 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on October 7, 2025. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder

DRAFT



HIGHLAND CITY COUNCIL MINUTES

Tuesday, October 21, 2025

Waiting Formal Approval

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

6:00 PM REGULAR SESSION

Call to Order: Mayor Kurt Ostler

Invocation: Council Member Kim Rodela

Pledge of Allegiance: Council Member Brittney P. Bills

The meeting was called to order by Mayor Kurt Ostler as a regular session at 6:06 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Liz Rice and those in attendance were led in the Pledge of Allegiance by Council Member Brittney P. Bills.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Absent
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Liz Rice, Kevin Black

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

Kevin Black expressed appreciation for the Highland Fling event but noted his disappointment about some elements that were missing from the event this year, including the backyard garden tours and medallion hunt. He mentioned confusion with the one-page agenda/notification for the Fling that lacked information about event locations and details about the art show. Mr. Black encouraged the Council to consider why things were different this year and possibly bring back certain elements in future years.

Liz Rice shared concerns she has received from residents about Texas Instruments constructing a new semiconductor fabrication plant in Lehi as part of an \$11 billion investment, noting it would be the largest economic investment in Utah's history. She expressed concerns about water usage associated with the project

and asked if the Council had information about the project that could be shared publicly.

2. PRESENTATIONS

a. Zions Bank Cemetery Perpetual Care Fund Study - Susie Becker

Susie Becker from Zions Bank will present the results from the Perpetual Care Fund Study and propose options for funding the Perpetual Care Fund.

Mayor Ostler announced this presentation has been postponed until a future meeting.

3. CONSENT ITEMS

Items on the consent agenda are of a routine nature. They are intended to be acted upon in one motion.

Items on the consent agenda may be pulled for separate consideration.

a. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder

August 13, 2025

b. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder

August 19, 2025

c. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder

September 2, 2025

d. Approval of Meeting Minutes General City Management

Stephannie Cottle, City Recorder

September 30, 2025

e. Ratification of Large Purchases General City Management

David Mortensen, Finance Director

Council Member Doug Cortney MOVED to adopt the consent agenda.

Council Member Ron Campbell SECONDED the motion.

The vote was recorded as follows:

<i>Council Member Brittney P. Bills</i>	<i>Yes</i>
<i>Council Member Ron Campbell</i>	<i>Yes</i>
<i>Council Member Doug Cortney</i>	<i>Yes</i>
<i>Council Member Kim Rodela</i>	<i>Absent</i>
<i>Council Member Scott L. Smith</i>	<i>Yes</i>

The motion carried 4:0

4. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

a. Letter of Support to Congress Regarding Highland Zip Code *Kurt Ostler, Mayor*

Mayor Ostler provided background on Highland's efforts to obtain its own ZIP code. In 2019, the Council submitted a request to the postmaster general but was denied. The Mayor explained several problems resulting from sharing a ZIP code with American Fork, including:

- Online sales tax revenue not being properly attributed to Highland

- Navigation and address issues for residents and visitors
- Insurance rate discrepancies

Mayor Ostler worked with congressional staff members, including those from Representative Mike Kennedy's office, to pursue a legislative solution since Vineyard City had successfully obtained its own ZIP code through congressional action.

The Council reviewed a draft letter to the Committee on Oversight and Government Reform requesting Highland receive its own ZIP code. The letter outlined the city's size (approximately 5,500 homes and 23,000 residents), the tax collection challenges, mail delivery issues, and insurance/utility concerns.

Council Member Smith was recognized for his persistent advocacy with Representative Kennedy on this matter. Council members suggested adding language about potential public safety concerns related to dispatch issues and noted that a separate ZIP code would benefit American Fork as well. There was also a brief discussion about who should sign the letter.

City Attorney Patterson mentioned that LRB conducted an economic analysis for the City, estimating a significant sales tax leakage resulting from online sales tax revenue not being properly attributed to Highland, potentially leading to a loss of approximately \$4.9 million in revenue. This analysis compared the per capita spending of Highland residents in various sales tax categories with the per capita spending of average Utah residents, highlighting the apparent discrepancy and reinforcing the need for Highland to pursue its own ZIP code.

The Council agreed to have staff revise the letter to include these suggestions and obtain signatures from the Mayor, Council, and key staff before sending it to Congress.

b. Annual Resident Survey Results *Jay Baughman, Assistant City Administrator/Community Development Director*

Assistant City Administrator/Community Development Director Baughman presented results from the annual resident survey. Key findings included:

- Response count was significantly lower this year (734) compared to last year (approximately 1,500), returning to 2020 levels despite using the same advertising methods;
- 60 percent of respondents completed the survey digitally; 40 percent used paper copies;
- Most city services saw improved satisfaction ratings, with a few exceptions (open space maintenance, traffic enforcement, building permitting, and pressurized irrigation);
- The Council discussed concerns about the lower building permitting satisfaction rate (66-67 percent);
- Emergency Medical Services received the highest satisfaction rating at nearly 100 percent;
- Road quality and maintenance satisfaction has continued to increase over the past five years;
- Park quality satisfaction has increased by nearly 10 percent over the past five years, now above 80 percent; and
- Personnel ratings showed high satisfaction with all departments, with Fire at 99.5 percent and Police at 99 percent.

Regarding library usage:

- About 35 percent of respondents reported regularly using the library while 67 percent said they rarely or never use it;
- When asked about library funding options, 48 percent favored some form of property tax increase while 52 percent preferred other options (using general funds or reducing services); and
- Among library users, 63 percent supported raising taxes to maintain or improve services.

On City priorities for funding:

- Road maintenance was the top priority (63 percent);
- Parks and trails maintenance (49 percent) and public safety (47 percent) followed; and
- Sidewalks (37 percent) and library (30 percent) rounded out the top five priorities.

Demographic information showed that 80 percent of respondents were over 45 years old, with 51 percent over 55. The Council discussed concerns about the lack of younger respondents and what that might indicate about the city's demographics.

The survey also asked about amenities for parks (playgrounds, pavilions, and pickleball courts were top priorities) and whether residents wanted a designated place for cremated remains in the cemetery (most were not interested).

Throughout Mr. Baughman's presentation, Council Members discussed the 35 percent library usage rate and the split opinions on increasing funding for the library, with some favoring a tax increase. Road maintenance was cited as a top funding priority and the Council highlighted survey responses that also indicated that amenities like playgrounds, pavilions, and pickleball courts were highly desired. The Council noted the low survey response rate compared to previous years and expressed interest in finding ways to increase participation. There was particular concern about the relatively low satisfaction with building permitting, with Council Members recognizing that strict requirements could contribute to the perception of dissatisfaction. The Council also discussed demographic concerns revealed by the survey results, including the dominance of older respondents and underrepresentation of younger age groups. The role of the library and its funding options were another focus of the council's attention, highlighting possible disparities between service usage and community support.

c. Fling Budget Report *Jay Baughman, Assistant City Administrator/Community Development Director*

Assistant City Administrator/Community Development Director Baughman presented the Highland Fling budget report, showing \$35,716 in revenue and \$60,194 in expenses, resulting in a deficit of \$24,478. With the \$20,000 in Council-approved funding, the event was \$4,478 over budget. Several issues were discussed:

- The event was condensed to Thursday, Friday, and Saturday this year instead of being spread throughout the week
- Some popular events were eliminated, including garden tours and the medallion hunt
- The one-page agenda mailer created confusion for residents and sponsors
- Disc golf and pickleball registration fees were kept by the event chairs rather than going to the city
- \$4,700 was spent on printing flyers that could have been printed in-house for much less

Council Members expressed concerns about communication with sponsors, who had expected a booklet similar to previous years but received a one-page flyer instead. Staff are working to make it right by offering sponsors free booths at upcoming events and sending out a glossy mailer with their information. The Council discussed the need for better planning, record keeping, and budget management. They also addressed the high turnover rate of event coordinators, with seven different coordinators over the past five years. Council members debated whether to convert the position from part-time to full-time to provide more consistency and possibly expand the role to include other community development and business initiatives.

d. Election Update *Stephannie Cottle, City Recorder*

City Recorder Stephannie Cottle provided an election update, noting that ballots had been sent out and the ballot drop box was now open. She addressed an issue with the ballot instructions, which incorrectly stated that ballots would not be counted unless voters included the last four digits of their Social Security number, driver's license, or state ID. Ms. Cottle clarified that voters do not need to include the last 4 digits and ballots for this general election will still be counted if there is a valid signature on the ballot envelope.

Liz Rice discussed the recent mailing of ballots and raised a concern about instruction discrepancies between Utah and Salt Lake County. She clarified that according to House Bill 300, voters requesting a mailed ballot will eventually need to provide the last four digits of their Social Security Number, Driver's License, or State-issued ID. However, this requirement will not take effect until 2029. She emphasized the transition back to predominantly in-person voting by 2029, noting that this instruction was inaccurately applied in the current election.

The Council discussed Election Day procedures, including the 150-foot boundary around the ballot box and City Hall where campaigning is prohibited. Ms. Cottle reminded candidates participating in the upcoming Trick or Treat Street event that if the event was moved indoors due to inclement weather the candidates would not be able to participate as candidates. Council also discussed the process for filling the council seat that will be vacated when Council Member Bills becomes mayor in January. City Attorney Rob Patterson explained the options for timing the appointment process:

- The default option: The vacancy would occur on January 5 when Council Member Bills becomes mayor, and the appointment process would begin then.
- Council Member Bills could resign early, triggering the vacancy process sooner, which would allow a new council member to be appointed before January

The Council reviewed Resolution 2023-31, which outlined the appointment process; City Attorney Patterson explained that a minimum 14-day notice is required for accepting applications.

Council Member Cortney suggested two key changes to the appointment process:

1. Discussion Before Voting: He proposed that the appointment process should explicitly allow for Council discussion following the completion of candidate interviews. This discussion should occur prior to voting to enable Council Members to openly express opinions and thought processes which might aid in making a more informed decision.
2. Open Voting: He also recommended changing the voting process for selecting the appointee from secret ballot to an open voting system, either by electronic means or by voice. He emphasized the importance of transparency, particularly given that this appointment is a significant decision for the Council, and that open voting aligns with the principle of conducting decisions transparently and openly.

The Council debated the two changes proposed by Council Member Cortney, expressing concern about openly discussing each candidate before voting to appoint someone; there was no agreed decision to implement open voting instead of a secret ballot at this time. Council Member Cortney proposed that subsequent rounds of voting be conducted openly, either by voice or electronically, rather than by secret ballot, arguing for transparency. Throughout the discussion, the Mayor and Council acknowledged the potential discomfort for Council Members associated with open voting, and the possible implications of appointing someone aware of who voted against them. They agreed further consideration was needed, and no final decision was reached. Council Member Smith also expressed concern about the optics of changing the rules at this time rather than at a time when there is no vacancy or a pending appointment. The Council discussed handling the appointment in December would allow the new member to be trained alongside any newly elected Council Members.

Liz Rice noted that while it's up to the Council, the third runner-up candidate for the council seat should be seriously considered for appointment, suggesting that their close placement indicates public support. However, she also acknowledged that if the runner-up candidate is a distant fourth, it could indicate the public's desire not to elect them.

Ms. Cottle concluded the discussion by reminding candidates of the upcoming campaign finance disclosure due the following Tuesday by 5:00 p.m.

e. Community Development Update ([Current Projects List](#)) Jay Baughman, Assistant City

City Attorney/Planning & Zoning Administrator Patterson provided updates on two key issues:

- General Plan: The draft general plan is live and being reviewed by the Planning Commission, which will hold a public hearing the following week. The plan will come to the Council in November with final approval anticipated on December 2.
- The 11200 Church Property: Mr. Patterson addressed concerns about potential development of a church-owned property. He clarified that while the church could technically sell the property to a developer through a deed, any development would require City approval for zoning changes, site plans, and infrastructure. He emphasized that no applications have been submitted to the City regarding this property, and any development would require significant public process.

Council Member Smith asked questions regarding the Lone Peak Public Safety District (LPPSD) funding as it related to how it was presented in the Citizens Budget. City Administrator Wells stated that LPPSD takes 74% of our property and sales tax. Mayor Ostler discussed property values and budget adjustments made previously in collaboration with Cedar Hills. He stated that the original funding mechanism for the District was property values.

Mayor Ostler reviewed the City events and Council meeting calendars for the next several weeks. During the Mayor's review of the calendar, there was a discussion about potentially calling a special meeting on October 30 if necessary, depending on outcomes from the Alpine City Council meeting on October 28. The purpose of the possible special meeting would be to address the funding formula for Lone Peak Public Safety District, which directly affects Highland City. It was highlighted that knowing Alpine City's stance from their meeting on October 28 would be crucial in making this determination.

5. CLOSED MEETING

The City Council may recess to convene in a closed meeting to discuss items, as provided by Utah Code Annotated §52-4-205.

There was no closed meeting.

ADJOURNMENT

Council Member Ron Campbell MOVED to adjourn the regular meeting and Council Member Scott L. Smith SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 8:57 pm.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on October 21, 2025. This document constitutes the official minutes for the Highland City Council Meeting.

Stephannie Cottle, CMC, UCC
City Recorder



HIGHLAND CITY

HIGHLAND CITY COUNCIL MINUTES

Tuesday, November 18, 2025

Waiting Formal Approval

Board of Canvassers

Highland City Council Chambers, 5400 West Civic Center Drive, Highland, Utah 84003

6:00 PM BOARD OF CANVASSERS MEETING

Call to Order: Mayor Kurt Ostler

The meeting was called to order by Mayor Kurt Ostler as a Board of Canvassers meeting at 6:01 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

PRESIDING: Mayor Kurt Ostler

COUNCIL MEMBERS:

Brittney P. Bills	Present
Ron Campbell	Present
Doug Cortney	Present
Kim Rodela	Present
Scott L. Smith	Present

CITY STAFF PRESENT: City Administrator Erin Wells, Assistant City Administrator/Community Development Director Jay Baughman, City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle, Finance Director David Mortensen, City Engineer/Public Works Director Chris Trusty, Police Chief Brian Gwilliam, Fire Chief Brian Patten

OTHERS PRESENT: Jon Hart, Kenny Bowman, Bryce Rich, Steve Scholle, Randall Beddes, Terry Cutler, Blake Johnson, Kenyon Bowman, Ryan Perron, Mike Gardiner, Doris Gardiner, Liz Rice, Bradly Whitehead, Cody Peters, Makenna James, Debra Maughan, Danz Wood, Peter and Amber Knecht, Lori Taylor, Leslie Bansteel, Gennifer Allred, Peter Kranenburg, Erica L. Bowman, Lewis & Natalie Gunter, Fawn Penrod, Alyssa Ellsworth, Andrea Kranenburg, Benjamin Thompson, Samantha Thompson, Aimee Belliston, Brad Belliston, Allison Ewen, Elysabeth Owen, Heather Hess, Annika Hess, Tyler Miner Wesley Warren, Stuart Segura, Lisa Smith, Ian James, Audrey Moore

1. ACTION ITEMS

- a. **ACTION: Canvass of the 2026 Municipal General Election** *General City Management*
Stephannie Cottle, City Recorder

The City Council, acting as the Board of Canvassers, will consider certifying the results of the 2026 Municipal General Election.

City Recorder Stephannie Cottle presented the results of the 2025 Municipal General Election and reviewed a map of the city showing the different geographical areas where each candidate received the most votes.

Board Member Ron Campbell *MOVED* that the Highland City Council, acting as Board of Canvassers, certify and approve the Election Canvass Returns from the 2025 Municipal General Election and declare Brittney P. Bills as Mayor, and Liz Rice and Scott L. Smith as City Council members.

Council Member Kim Rodela *SECONDED* the motion.

Council Member Cortney questioned if declaring the newly elected officials as Mayor and Council Members vs Mayor-elect and Council Member-elect implied that their terms begin immediately. City Attorney Patterson said that it does not change, and the Mayor and Council member offices will begin in January 2026.

The vote was recorded as follows:

Board Member Brittney P. Bills	Yes
Board Member Ron Campbell	Yes
Board Member Doug Cortney	Yes
Board Member Kurt Ostler	Yes
Board Member Kim Rodela	Yes
Board Member Scott L. Smith	Yes

The motion carried 6:0

City Recorder Cottle reviewed important upcoming dates related to filling the vacancy created by Council Member Brittney Bills resignation as well as financial disclosure deadlines. She presented certificates of election to Brittney P. Bills, Liz Rice, and Scott L. Smith and requested the Board of Canvassers to sign the certification of election results.

ADJOURNMENT

The meeting adjourned at 6:10 pm

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 18, 2025. This document constitutes the official minutes for the Highland City Board of Canvassers Meeting.

Stephannie Cottle, CMC, UCC
City Recorder



CITY COUNCIL AGENDA REPORT

ITEM #4a

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Jay Baughman, Assistant City Administrator/Community Development Director, Rob Patterson, City Attorney/Planning & Zoning Administrator
SUBJECT: General Plan, Comprehensive Update and Amendment, Public Hearing
TYPE: General Plan Amendment (Legislative)

PURPOSE:

The City Council will discuss the proposed comprehensive update and amendment to the General Plan, hold a public hearing, and adopt the draft amended General Plan if ready to do so.

STAFF RECOMMENDATION:

Staff recommends that the City Council consider the updated draft comprehensive update and amendment to Highland City's General Plan, and provide feedback to staff and the City's consultants on further desired changes, revisions, or additions; hold a public hearing; and recommend adoption.

PRIOR COUNCIL DIRECTION:

The City Council has held a series of workshops and meetings with the Planning Commission on the various elements of the General Plan. The City's consultants and City staff have taken the feedback received from these workshops and drafted a proposed comprehensive update and amendment to the City's General Plan.

On October 28, 2025, the draft amended General Plan was discussed by the Planning Commission, and a public hearing was held, after which the General Plan draft document was recommended by that body to the City Council. On November 18, 2025, the draft amended General Plan was presented to the City Council for review and revision. The City Council then reviewed and provided comments on the plan. Staff collected those comments (attached) for discussion during this meeting.

BACKGROUND:

Utah law requires all municipalities to adopt a comprehensive, long-range general plan that addresses the present and future needs of the municipality and the growth and development of land within the municipality. Highland City's current General Plan was adopted in 2008, though it has been amended on several occasions since that time. The current General Plan is available on the City's website: [Highland General Plan](#).

There are numerous optional elements that may be included within a general plan, but there are certain required elements, which are:

1. A land use element that designates the long-term goals and the proposed extent, general distribution, and location of land for housing for residents of various income levels, business, industry, agriculture, recreation, education, public buildings and grounds, open space, and other

categories of public and private uses of land as appropriate; includes a statement of the projections for and standards of population density and building intensity recommended for the various land use categories covered by the plan; is coordinated to integrate the land use element with the water use and preservation element; and accounts for the effect of land use categories and land uses on water demand.

2. A transportation and circulation element that provides the general location and extent of existing and proposed freeways, arterial and collector streets, public transit, active transportation facilities, and other modes of transportation that the planning commission considers appropriate; addresses the municipality's plan for residential and commercial development in areas that will maintain and improve the connections between housing, transportation, employment, education, recreation, and commerce; and correlates with the population projections, the employment projections, and the proposed land use element of the general plan.
3. A moderate income housing element that provides a realistic opportunity to meet the need for additional moderate income housing within the municipality during the next 5 years; adopts at least three moderate income housing strategies from the state-provided list; and includes an implementation plan for the moderate income housing strategies.
4. A water use and preservation element that addresses the effect of permitted development or patterns of development on water demand and water infrastructure; methods of reducing water demand and per capita consumption for future development; methods of reducing water demand and per capita consumption for existing development; and opportunities for the municipality to modify the municipality's operations to eliminate practices or conditions that waste water.

The City's consultant (Landmark Design - Sam Taylor, Aubrey Larsen, Corinne Bahr, Yazmine Mihojevich, and Amy Cervantes), with input from the Planning Commission, City Council, the resident advisory board, public feedback (surveys, open houses, website, boards, etc.), and staff, has drafted a comprehensive update and amendment to the City's General Plan that provides for each of these four required elements. In addition, the draft General Plan also addresses and has elements for:

1. The history and context of Highland.
2. Parks, open space, trails, and recreation.
3. Environment and sustainability.
4. Public facilities and services.

In addition to the body of the draft General Plan, the City's other consultants (LRB - Fred Philpot, and Hales Engineering - Ryan Hales, Josh Gibbons, and Shawn Eliot), have prepared economic analyses and an updated transportation master plan, which inform the General Plan and will be added as appendices to the General Plan.

The purpose of this agenda item is to introduce the draft General Plan, provide a high-level overview and discussion, and then invite the City Council to review the draft and propose any desired changes, revisions, or additions. The intent is to have a finalized draft of the Plan ready for the City Council to formally adopt at the Council's December 2, 2025, meeting. At that meeting, the Council will hold a public hearing, engage in any final discussion or resolve any final desired changes, and then hopefully adopt the draft General Plan as its final document.

Staff has reviewed the draft comprehensive update and amendment to the City's General Plan and believes it meets the requirements for a general plan under Utah law and goes beyond the minimum requirements to provide a workable vision and actionable goals for Highland that reflect Highland's character and the desires of residents and city leaders. Staff has worked closely with the City's consultants to incorporate the direction and feedback received from the Planning Commission and City Council as best we understood it. Staff believes the draft General Plan is a reflection of the goals and

needs of City leadership and residents, though we understand and anticipate that there will be changes or revisions that need to be made to the draft to ensure that staff and the City's consultants fully capture the intent of the Planning Commission. and City Council.

FISCAL IMPACT:

The cost of the update to the General Plan has already been incorporated in the City's annual budget. No further funding is needed.

MOTION:

I move that the City Council adopt the comprehensive update and amendment to the Highland City General Plan and Transportation Master Plan, as presented tonight, incorporating all changes and additions approved by the City Council tonight.

ATTACHMENTS:

1. Council Member Comments - Consolidated

Consolidated Comment List for Highland General Plan

LAND USE & PLACEMAKING

- Clarify contradictions between desires for low-density/rural character and references to increased density. (pg. 14)
- Clearly define terms such as “courtyard homes” and any new housing typologies. (pg. 19)
- Correct outdated map references, including: Cedar Hills golf course appearing in Highland boundaries; questionable office zoning at 4800 West; and water features shown at 6800 West. (pg. 20)
- Change current GP designation (senior/townhome density) to a more flexible **Mixed Use**. (pg. 20)
- Confirm and reference existing easements and accurate boundaries. (pg. 20)
- Correct acreage: only ~45 acres appear developable due to canal corridor restrictions (Scott). (pg. 24)
- Verify land ownership; county data shows the full 54 acres belonging to the state (Doug). (pg. 24)
- Reflect USDC’s newly released master plan and their mandate that development must directly benefit individuals with disabilities. (pg. 24)
- Support Form-Based Code for Town Center. (pg. 27)
- Fix cut-off lines on sales leakage/strengths sections. (pg. 29)
- Reevaluate credibility of the \$709M sales leakage estimate, which appears mathematically implausible (Doug).
- Reconsider reintroducing Open Space Bonus Density concepts, given past issues with Open Space Neighborhoods. (pg. 37)
- Consider Doug’s note that Implementation 1.2 does not necessarily endorse the old program but may allow updated approaches for senior or small-lot housing. (pg. 37)
- Clarify what “neighborhood-oriented retail” means. (pg. 40)
- Correct outdated note regarding ZIP code process—USPS path was already denied, current path is federal legislative action. (pg. 40)

TRANSPORTATION

- Discuss proposed roundabouts at: (pg. 40)
 - 6000 West & 10400 North
 - 6000 West & Canal Blvd
- Remove outdated reference to road condition on 6800 West - recently redone. (pg. 44)
- Address whether widening 6800 West is planned (multiple references, like pg. 47).
- Avoid supporting double-left-turn lanes at Alpine Highway and North County onto Canal Blvd due to impacts on safety, trail access, neighborhood bike lanes, and speeds (Scott). (pg. 50)
- Evaluate 2050 UDOT/MAG projections: (pp. 45, 50)
 - Scott questions relevance of 25-year projections for a 5–10 year GP.
 - Doug supports including them to guide long-term coordination with UDOT/MAG.
- Discuss safety concerns related to SR-92 pedestrian crossings; consider alternatives to HAWK or grade-separated crossings. (pp. 44, 51)
- Clarify triangle area by Dry Creek Lake. (pg. 52)
- Resolve contradictions between concerns about speeding and proposals that expand lanes/widen roads.
- Add discussion of cost-sharing for improvements based on impact and resident use.
- Address extensive use of on-street bike lanes from the Active Transportation Plan.

HOUSING

- Add alignment with city infrastructure support to the ADU ordinance section (pg. 61).

WATER USE & PRESERVATION

- Remove or clarify unrealistic proposals such as limiting private ponds/pools (Scott). (pg. 81)
- Reevaluate discouragement of artificial turf and confirm previous council decisions regarding Central Utah Water rebates. (pg. 81)
- Address irrigation concerns for residents not on PI who use culinary water for landscaping. (pg. 91)
- Confirm status of water trade proposal with American Fork and TSSD rejection (pg. 92).
- Explore optional strategies such as “comparison graphs” on utility bills (pg. 92).
- Consider regulating large water users to protect city wells. (pg. 137)

PARKS, OPEN SPACE, TRAILS & RECREATION

- Correct depiction of areas needing parks (pg. 108), including:
 - Acknowledging the newly acquired dog park parcel in Town Center.
 - New trail connections in the area.
- Address trail deficiencies, including: (pg. 110)
 - 6000 West corridor
 - Sidewalk along 10400 North
 - Trails north of 6000 West to Alpine Highway
- Confirm support for Timpanogos Cave Visitor Center option inside Highland. (pg. 118)
- Assess pickleball conversion feasibility at Canterbury Circle. (pg. 119)
- Address lack of bathrooms at Lone Peak fields. (pg. 121)
- Confirm multipurpose fields at Highland Family Park. (pg. 121)
- Add implementation strategies:
 - Reconstitute the Parks, Trails & Tree Commission. (pg. 116)
 - Constitute the Emergency Preparedness Committee. (pg. 139)

- Plan for long-term infrastructure needs. (pg. 154)
- Address rebuilding/retrofitting the Community Center. (pg. 138)
- Highlight potential joint community center/library partnership. (pg. 144)
- Ensure “maintenance storage shed” is updated to “Park Maintenance Building”. (pg. 146)
- Expand or refine library programming language: shift from “should expand” to “may consider expanding,” especially if budget cuts/caps are discussed. (pg. 151)
- Reword Lone Peak partnership language from “will maintain” to “encouraged,” “consider,” or “evaluate”. (pg. 152)
- Clarify that the Transportation Utility Fund sunsets in 2028 and may be renewed following new state guidelines. (pg. 153)
- Encourage partnership with the School District for a possible recreation center. (pg. 153)



CITY COUNCIL AGENDA REPORT

ITEM #4b

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Stephannie Cottle, City Recorder
SUBJECT: Boundary Line Adjustment Between Highland City and Draper City
TYPE: General City Management

PURPOSE:

The City Council will consider the adoption of a resolution indicating the intent of Highland City to adjust a common boundary with Draper City.

STAFF RECOMMENDATION:

Staff recommends adopting the resolution of intent to adjust the common boundary of Highland City and Draper City.

PRIOR COUNCIL DIRECTION:

N/A

BACKGROUND:

On March 31, 2022 Highland City entered into an Property Exchange and Boundary Line Agreement with Alpine Joint Ventures (AJV). Highland City received parcel 11:017:0157, referenced as the "Trail Parcel" in the agreement, and AJV received parcel 35:544:0050, referenced as the "Boundary Parcel". The trail parcel needs to be moved into Highland City boundaries and the boundary parcel needs to be moved into Draper City boundaries.

As stipulated in the agreement, Highland City agreed to work with Draper City to formalize the boundary line agreement related to these parcels. This action has been delayed due to ongoing conversations between Draper City and Highland City regarding the trail system in the area; however, both cities are now ready to move forward with this action.

Boundary line adjustments are a multi-step process outlined in state code. This is the first of two required Council actions. If the resolution of intent to adjust the boundary line is approved, staff is then required to advertise the intent to adjust the boundary line. Staff also needs to prepare a plat and other documents to record the boundary adjustment. Finally, Council will hold a public hearing and formally approve or deny the boundary adjustment.

FISCAL IMPACT:

Per the agreement, Highland City will pay for the administrative costs of preparing the plat and recording.

MOTION:

I move that City Council adopt the resolution indicating the intent of Highland City to adjust a common boundary with Draper City and set a date of Tuesday, February 3, 2026, for a public hearing on the matter.

ATTACHMENTS:

1. Resolution - Highland City Draper Boundary Adjustment
2. Draper - Highland Boundary Adjst Map
3. Property Exchange and Boundary Line Agreement - Alpine Joint Ventures, Ltd.

**A RESOLUTION STATING HIGHLAND CITY'S INTENT TO ADJUST ITS COMMON
BOUNDARIES WITH DRAPER CITY, AUTHORIZING A PUBLIC HEARING AND PROVIDING
FOR NOTICE OF SAID HEARING**

WHEREAS, *Utah Code Ann.* § 10-2-903 establishes a procedure for adjustment of the common boundaries between adjacent municipalities.

WHEREAS, Highland City shares certain common boundaries with Draper City.

WHEREAS, Draper City and Highland City each desire that certain property be transferred from one municipal jurisdiction to the other as outlined in the attached map.

NOW THEREFORE, BE IT RESOLVED by the City Council of Highland City that:

1. This resolution is passed indicating that the City Council desires and intends to adjust the common municipal boundaries with Draper City in the locations set forth in Exhibit A.
2. The Highland City Recorder is directed to publish notice of the proposed municipal boundary adjustment as a Class B notice for three successive weeks prior to the public hearing.
3. The notice shall describe the area to be adjusted; state the date, time and place of the public hearing, which is February 3, 2026, at 6:00 p.m. or as soon as possible thereafter, at Highland City Hall.
4. The notice shall state that the City Council will adjust the boundaries unless, at or before the public hearing, written protests to the adjustment are filed by an owner of private real property that:
 - A. Is located within the area proposed for adjustment;
 - B. Covers at least 25% of the private land area within the area proposed for adjustment; and
 - C. Is equal in value to at least 15% of the value of all private real property within the area proposed for adjustment.
5. The provisions of this Resolution shall take effect upon its passage.
6. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this resolution and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

ADOPTED by the City Council of Highland City, Utah this 2nd day of December 2025.

HIGHLAND CITY, UTAH

Kurt Ostler
Mayor

ATTEST:

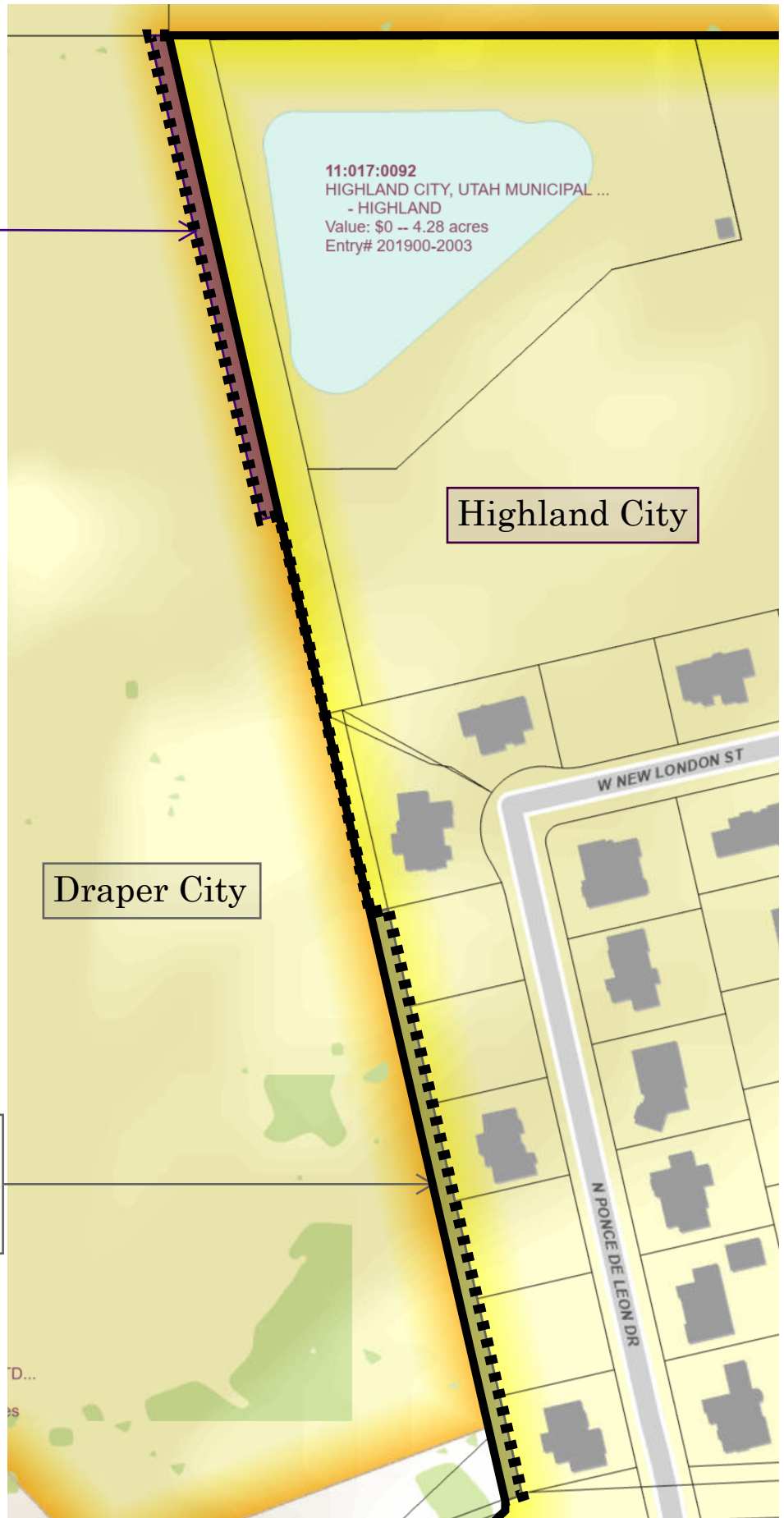
Stephannie Cottle
City Recorder

MAP OF HIGHLAND-DRAPER BOUNDARY ADJUSTMENT

Parcel: 11:017:0157
Owner: Highland City
To be annexed from Draper City into Highland City

Key
— Current municipal boundary line
- - - Proposed municipal boundary line

Parcel: 35:544:0050
Owner: Alpine Joint Venture LTD
To be annexed from Highland City into Draper City



PROPERTY EXCHANGE AND BOUNDARY LINE AGREEMENT

This Property Exchange and Boundary Line Agreement (“**Agreement**”), effective as of the last date accompanying the signatures below, is executed between Alpine Joint Venture, Ltd., a Utah limited partnership, (“**AJV**”) and Highland City, a Utah municipality (the “**City**”), together with their respective principals, agents, officers, attorneys, and representatives (collectively, “**Parties**”).

RECITALS

- A. The City owns the following parcels of real property located in Utah County:
 - i. The “**Angel’s Gate Parcel**,” an approximately 12.689 acre parcel used by the City for access to an irrigation pond and water tank, and on which has been constructed a trail head, parcel number: 11:017:0111.
 - ii. The “**Pond Parcel**,” an approximately 4.277 acre parcel used by the City to locate, operate, and maintain an irrigation pond, parcel number: 11:017:0092.
 - iii. The “**Boundary Parcel**,” an approximately 0.31 acre parcel located on the western boundary of the Beacon Hill Plat H subdivision and kept and maintained as open space, which parcel is more particularly described in the attached **Exhibit A**, which is incorporated herein by reference.
- B. AJV owns an approximately 58.745 acre parcel of real property located within Utah County, the “**AJV Parcel**,” parcel number: 11:017:0046.
- C. The City desires to obtain a portion of the AJV Parcel immediately adjacent to the City’s Angel’s Gate and Pond Parcels, approximately 0.25 acres in size, in order for the City to construct, maintain, and open a public trail that connects the Angel’s Gate and Pond Parcels and trail head to the larger trail system within Draper City. This portion of the AJV Parcel is hereinafter referred to as the “**Trail Parcel**” and is more particularly described in the attached **Exhibit B**, which is incorporated herein by reference.
- D. AJV desires to obtain the Boundary Parcel, which is immediately adjacent to the AJV Parcel.
- E. Accordingly, the Parties desire to enter into a mutually beneficial exchange of property, wherein the City obtains the Trail Parcel and AJV obtains the Boundary Parcel.

AGREEMENT

Now therefore, in order to give effect to the recitals above, which are expressly incorporated and made terms of this Agreement, and for good and valuable consideration, the sufficiency and adequacy of which is hereby acknowledged, the Parties do agree and covenant as follows:

- 1. **Warranties.** The Parties represent and warrant that they each lawfully own their respective parcels as described herein, and that each Party is authorized and able to

convey to the other the rights described herein clear of any encumbrances that would interfere with the other Party's possession and use of the exchanged property.

2. **Property Exchange.** The Parties agree to exchange title to the following parcels of real property (the "**Exchanged Parcels**") at Settlement and Closing by way of warranty deeds, unless the Parties agree to a different form of deed in writing:
 - a. AJV shall transfer all right and title in and to the Trail Parcel to the City, together with all appurtenances, rights, and privileges belonging thereto.
 - b. The City shall transfer all right and title in and to the Boundary Parcel to AJV, together with all appurtenances, rights, and privileges belonging thereto.
3. **Boundary Line.** The Parties agree that the boundary line between the AJV Parcel and the City's Angel's Gate and Pond Parcels is as shown in the attached **Exhibit C**, referred to therein as the "Boundary Line Agreement" line.
4. **Consideration.** The Parties acknowledge and agree that the exchange of property and settlement of their mutual boundary line constitutes sufficient and adequate consideration for this Agreement. The City further agrees that the receipt of the Trail Parcel, with its advantageous location and access to the larger trail system, provides reasonable and fair value to the City in exchange for the Boundary Parcel and the City's obligations under this Agreement. The Parties further agree that no other consideration, compensation, promise, property, or money has been agreed to or is a condition of this Agreement, and that no financing or appraisal is required or made a condition of this Agreement.
5. **Settlement.** Settlement shall take place no later than the Settlement Deadline described in Section 15. "**Settlement**" will occur only when all of the following have been completed:
 - a. The Parties have signed and delivered to each other or to the escrow/closing office all documents required by this Agreement, by the title insurance and escrow/closing offices, by written escrow instructions (including any split closing instructions, if applicable), or by applicable law;
 - b. Any monies required to be paid by the Parties under this Agreement have been delivered by the responsible Party to the other Party or to the escrow/closing office, in the form of cash, wire transfer, cashier's check, or other form acceptable to the Party or escrow/closing office.
6. **Closing.** Closing shall take place no later than four calendar days after Settlement. "**Closing**" will occur only when all of the following have been completed:
 - a. Settlement has been completed;
 - b. The applicable Closing documents, including deeds and other legal instruments, have been recorded in the office of the county recorder ("**Recording**"). The Parties agree that this Agreement may be recorded as a boundary line agreement,

pursuant to state law, to the extent necessary to establish the mutual boundary line between the AJV Parcel and the City's Angel's Gate and Pond Parcels.

7. **Possession.** Each Party shall deliver physical possession of their respective portion of the Exchanged Parcels to the other Party upon Recording. These provisions shall survive closing.
8. **Payment Obligations.** The following obligations and provisions shall survive Closing:
 - a. All prorations, including homeowner's association dues, property taxes for the current year, rents, and interest on assumed obligations; any assessments for capital improvements; and any change of ownerships fees assessed by any entity that is due to such entity as a result of the transfer of title to the Exchanged Parcels, shall be paid for by the current owner of such property at or before Settlement.
 - b. The City shall bear all costs of surveying the properties, preparing deeds and other instruments, and any costs charged by the escrow/closing office, to the extent one is involved in this transaction.
9. **As-Is Condition, Disclosures, and Due Diligence.**
 - a. Each Party agrees that they are acquiring their respective portion of the Exchanged Parcels in their "as-is" condition without expressed or implied warranties of any kind, except as expressly set forth herein.
 - b. No disclosures regarding property conditions are required or made a condition of this Agreement.
 - c. Upon execution of this Agreement, each Party shall provide the other Party reasonable access to the Exchanged Parcels prior to Settlement and Closing in order for the Parties to complete any desired inspections, surveys, studies, or other due diligence, including any desired title insurance or title inspections, which shall be performed at the sole expense of the Party seeking it.
 - d. If a Party determines that the results of their due diligence are unacceptable, such Party shall, no later than the Due Diligence Deadline described in Section 15 resolve in writing with the other Party their objections. If unable to resolve the objections, the Party may elect to terminate this Agreement by providing written notice to the other Party.
10. **Private Property Owners.** The City shall be responsible for ensuring that the private property owners immediately adjacent to the Boundary Parcel are aware of the future transfer of the Boundary Parcel to AJV, that the Boundary Parcel will no longer be public open space property or owned by the City, and that such property owners must remove all private improvements and property from the Boundary Parcel prior to Settlement.

11. **Improvements.** The following provisions shall survive closing. Within six months after Closing, the City will complete the following improvements at its own cost and expense:

- a. Relocate the existing fence between the Boundary Parcel and the AJV Parcel to the east side of the Boundary Parcel;
- b. Install a fence along the boundary of the Trail Parcel to fence the Trail Parcel off from the remainder of the AJV Parcel;
- c. Post "No Trespassing" signage along both fences.

12. **Consent to Boundary Adjustment.** The following provision shall survive closing. The City grants its consent to and agrees not to protest any request to disconnect the Boundary Parcel from City boundaries for the purposes of allowing AJV to annex the Boundary Parcel into Draper City. The City agrees to waive any fee charged by the City in connection with such application or process. The City further agrees to work with Draper City and AJV in good faith on a boundary adjustment or annexation process, as provided by law, to adjust the cities' mutual boundary to allow the Boundary Parcel to be annexed into Draper City. The parties expressly recognize that annexation and boundary adjustments are legislative matters that cannot be dictated by contract. As such, no right or obligation of this Agreement is conditioned on the successful annexation of the Boundary Parcel into Draper City.

13. **Deeds and Instruments.** The Parties agree to promptly and timely complete and provide all forms, deeds, assignments, receipts and any other instrument or document required to carry out the terms of this Agreement. These provisions shall survive closing.

14. **Changes During Transaction.** The Parties agree that from the date of this Agreement, neither Party shall, without the prior written consent of the other Party:


- a. Make any substantial alterations or improvements to the Exchanged Parcels;
- b. Further financially encumber the Exchanged Parcels;
- c. Make any changes to the legal title to the Exchanged Parcels;
- d. Enter into any additional lease, rental, or any other use or management agreement affecting the Exchanged Parcels;
- e. Change any existing lease, rental, or any other use or management agreement affecting the Property.

15. **Schedule of Deadlines.** The following deadlines apply unless otherwise agreed to by the Parties in writing.

- a. Due Diligence Deadline: April 10, 2022
- b. Settlement Deadline: May 31, 2022

16. **Complete Agreement.** This written Agreement is the entire contract entered into between the Parties, and no Party is relying or may rely on any other representations, promises, or understandings of any kind not expressly set forth herein. This Agreement may not be altered, amended, modified, or otherwise changed in any respect except in a writing executed by all Parties.
17. **No Third Parties.** The rights, duties, and obligations of this Agreement are for the sole benefit of the named Parties, and no third party, other than authorized successors in interest, has any rights hereunder to enforce the terms of this Agreement.
18. **Authority to Execute.** The person executing this Agreement on behalf of each Party hereby represents that he or she has full authority to execute the Agreement and to bind each Party to the terms of this Agreement, and that all necessary actions for him or her to enter into this Agreement have heretofore been completed.
19. **Assignment and Successors.** The Parties agree that this Agreement shall run with the land and continue and be binding on all successors-in-interest, partners, agents, officers, trustees, attorneys, insurers, assigns, representatives, heirs, executors, and administrators of each of the Parties.
20. **Counterparts.** This Agreement may be executed in counterparts, whether physical or electronic, which together form a single Agreement. Signatures on this Agreement, whether executed physically or by electronic means, shall be deemed original signatures and shall have the same legal effect as original signatures.
21. **Governing Law and Forum.** This Agreement shall be governed and construed in accordance with Utah law. Any action to enforce this Agreement or adjudicate any issues under or in connection with this Agreement shall be brought and maintained in the Utah Fourth District Court, Utah County, and the Parties agree to submit to the jurisdiction thereof for purposes of this Agreement and any dispute arising out of the same. These provisions shall survive closing.
22. **Attorney Fees and Costs.** Both Parties agree to pay for their own attorney fees and costs arising out of or connected in any way to the execution of this Agreement. Any Party that prevails in any legal proceeding, including court proceedings, arbitration, and administrative proceedings, to enforce this Agreement or adjudicate any issues under or in connection with this Agreement shall be entitled to recover its reasonable attorney fees, costs, and expenses of such proceedings.

FOR HIGHLAND CITY

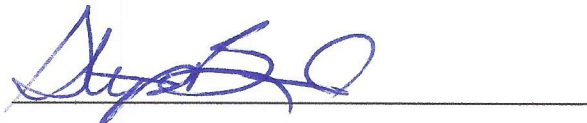

[Signature]

Kurt Oster
[Printed Name]

MARCH 31, 2022
[Date]

Mayor, Highland City
[Title]

Attested to by Stephannie Cottle, City Recorder:


[Signature]

FOR ALPINE JOINT VENTURE, LTD


[Signature]

Joseph L. Hunt
[Printed Name]

4/14/22
[Date]

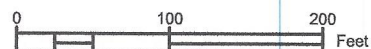
Partner
[Title]

[Signature]

[Printed Name]

[Date]

[Title]



ALPINE JOINT VENTURES, LTD
PROPERTY EXHIBIT LEGAL DESCRIPTION

A PARCEL OF LAND SITUATE UPON A PORTION OF COUNTY PARCEL NUMBER 11:017:048 AS DESCRIBED IN QUIT CLAIM DEED, ENTRY NUMBER 95221:2015 AS RECORDED IN THE UTAH COUNTY RECORDER'S OFFICE, SAID PARCEL LOCATED IN THE NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, HIGHLAND CITY, UTAH COUNTY, UTAH, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

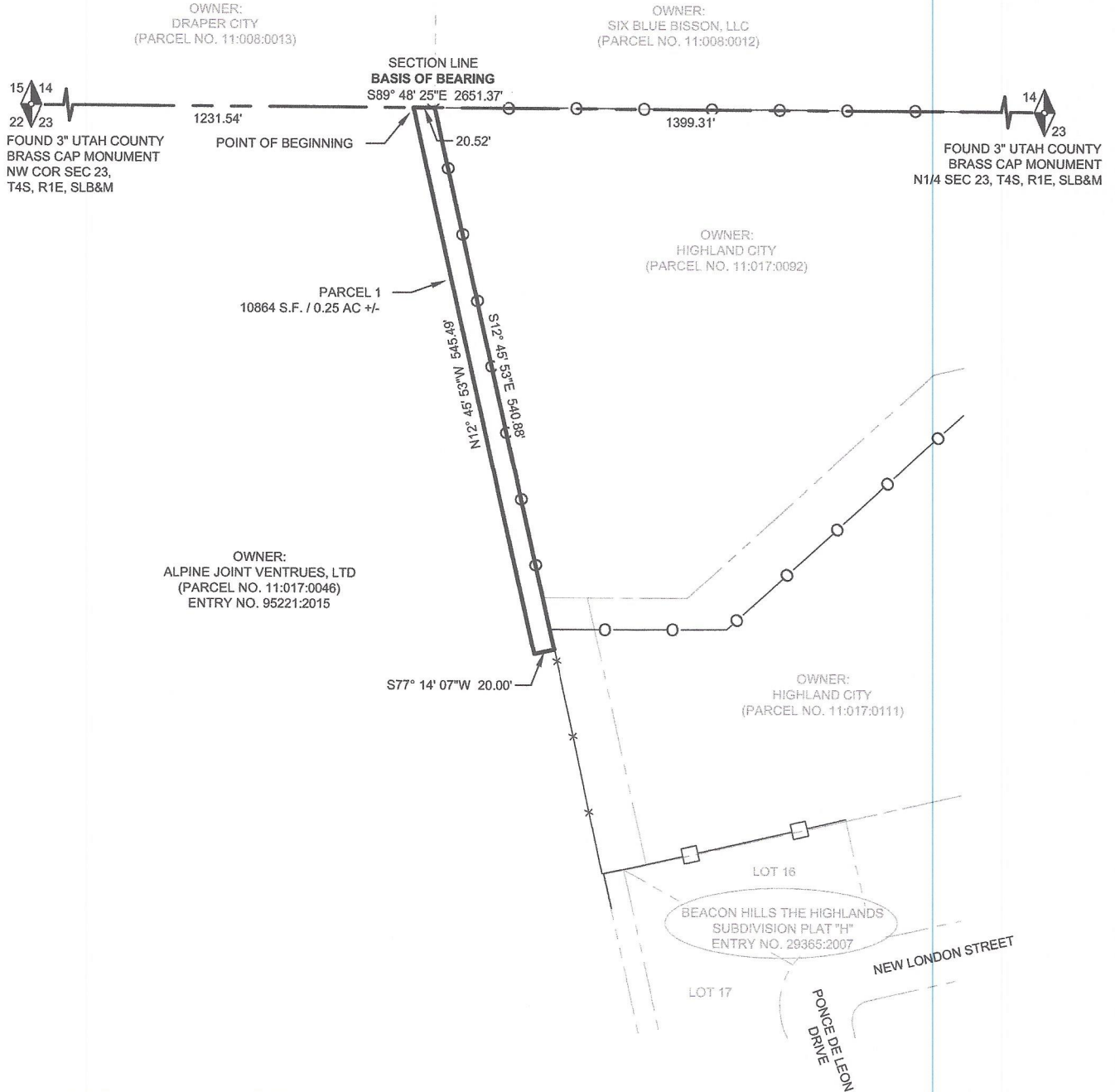
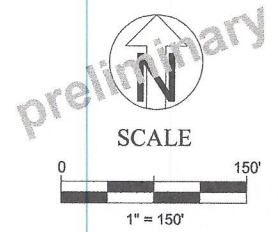
COMMENCING AT A FOUND 3 INCH UTAH COUNTY LAND SURVEY BRASS CAP MONUMENT MARKING THE NORTHWEST CORNER OF SAID SECTION 23, THENCE SOUTH 89°48' 15" EAST 1231.54 FEET ALONG THE SECTION LINE TO THE POINT OF BEGINNING; THENCE SOUTH 89°48' 15" EAST 20.52 FEET ALONG SAID SECTION LINE TO THE NORTHEAST CORNER OF SAID COUNTY PARCEL; THENCE SOUTH 12°45' 53" EAST 540.88 FEET ALONG THE EAST LINE OF SAID COUNTY PARCEL; THENCE SOUTH 77°14'07" WEST 20.00 FEET; THENCE NORTH 12°45'53" WEST 545.49 FEET TO THE POINT OF BEGINNING.

CONTAINS: 10,864 S.F. / 0.25 AC +/-



ALPINE JOINT VENTURES, LTD PROPERTY EXHIBIT

LOCATED IN:
NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 4 NORTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN, HIGHLAND CITY, UTAH COUNTY, UTAH



LEGEND

SECTION CORNER (FOUND)	
SECTION LINE	
UNDERLYING PARCEL LINE	
PARCEL LINE	
ADJACENT LOT LINE	
WOOD / IRON FENCE	
CHAIN LINK FENCE	

<p>LAND SURVEYING</p> <p>DEVELOPMENT</p> <p>PO BOX. 95029 SOUTH JORDAN, UT 84095 PHONE: (801) 446-1820 WWW.FLINTUTAH.COM</p>	PROJECT NUMBER: 211206
	DRAWN BY: JD
	CHECKED BY: PC
	DRAWING DATE: 12/30/2021
	SHEET NUMBER: 2 OF 2

ALPINE JOINT VENTURES, LTD
PROPERTY EXHIBIT LEGAL DESCRIPTION

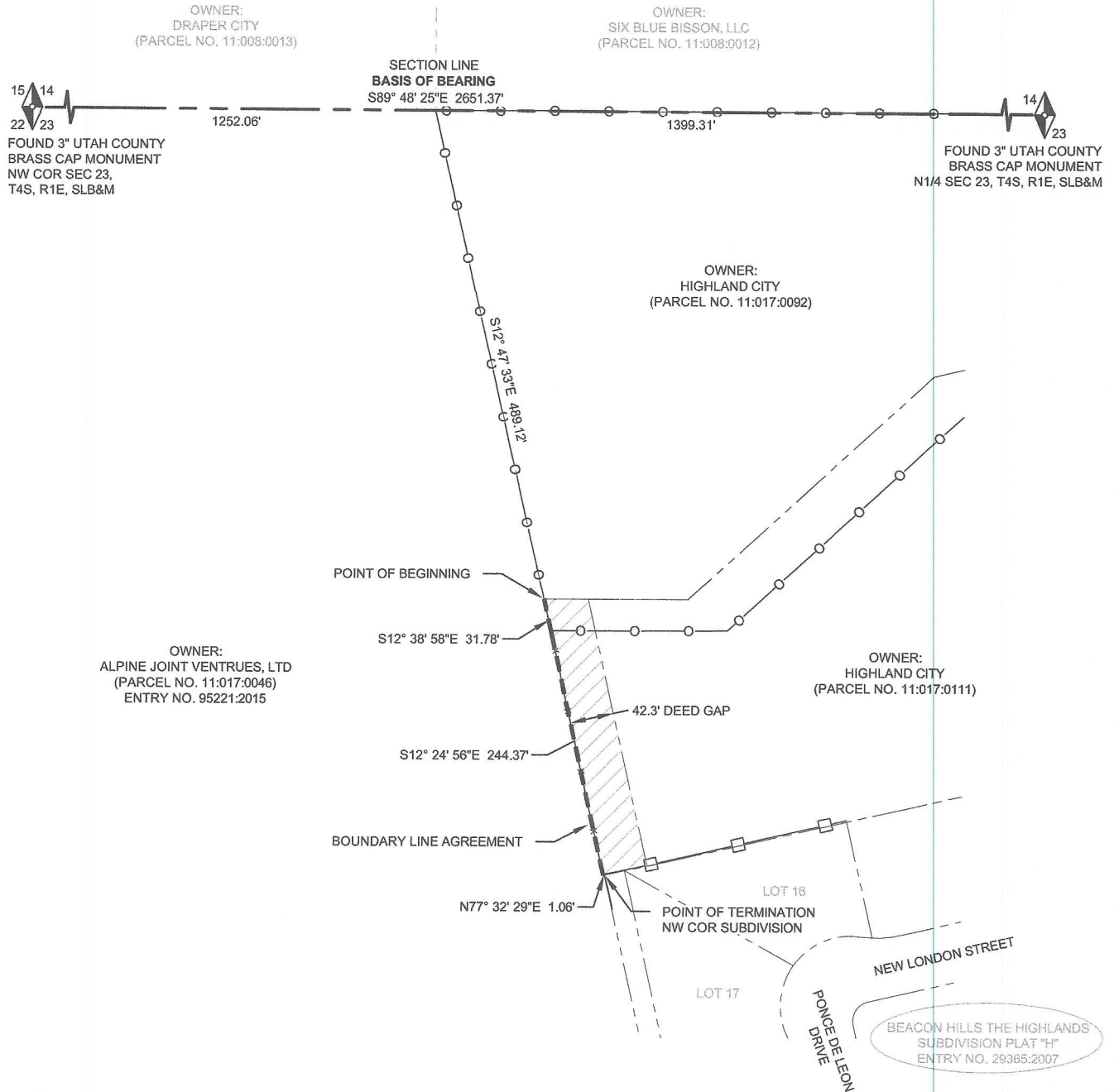
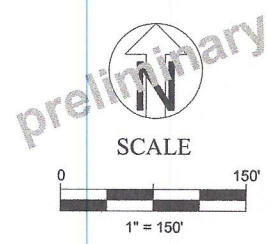
A BOUNDARY LINE AGREEMENT LOCATED IN THE NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 4 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, HIGHLAND CITY, UTAH COUNTY, UTAH, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND 3 INCH UTAH COUNTY LAND SURVEY BRASS CAP MONUMENT MARKING THE NORTHWEST CORNER OF SAID SECTION 23, THENCE SOUTH 89°48' 15" EAST 1252.06 FEET ALONG THE SECTION LINE TO THE EAST LINE OF COUNTY PARCEL NUMBER 11:017:0046 DESCRIBED IN ENTRY NUMBER 95221:2015, RECORDED IN THE UTAH COUNTY RECORDER'S OFFICE AND A CHAIN LINK FENCE CORNER, THENCE SOUTH 12°47'33" EAST 489.12 FEET ALONG THE EAST LINE OF SAID PARCEL AND THE CHAIN LINK FENCE TO A POINT ON THE WESTERLY LINE OF COUNTY PARCEL 11:017:0111 DESCRIBED IN ENTRY NUMBER 26386:2007 AS RECORDED IN SAID COUNTY RECORDER'S OFFICE AND THE POINT OF BEGINNING; THENCE SOUTH 12°38'58" EAST 31.78 FEET ALONG SAID CHAIN LINK FENCE TO THE CORNER OF A CHAIN LINK AND BARBED WIRE FENCE; THENCE SOUTH 12°24'56" EAST 244.37 FEET ALONG SAID FENCE TO A FENCE CORNER; THENCE NORTH 77°32'29" EAST 1.06 FEET TO A BARBED WIRE AND IRON FENCE CORNER, SAID CORNER IS AT THE NORTHWEST CORNER OF BEACON HILLS THE HIGHLANDS SUBDIVISION PLAT "H", ENTRY NUMBER 29365:2007, RECORDED IN SAID COUNTY RECORDER'S OFFICE, SAID FENCE CORNER BEING THE POINT OF TERMINATION.



ALPINE JOINT VENTURES, LTD PROPERTY EXHIBIT

LOCATED IN:
NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 4 NORTH, RANGE 1 EAST,
SALT LAKE BASE AND MERIDIAN, HIGHLAND CITY, UTAH COUNTY, UTAH



LEGEND

SECTION CORNER (FOUND)	
SECTION LINE	
UNDERLYING PARCEL LINE	
PARCEL LINE	
ADJACENT LOT LINE	
WOOD / IRON FENCE	
CHAIN LINK FENCE	

<p>LAND SURVEYING</p> <p>DEVELOPMENT</p> <p>PO BOX. 95029 SOUTH JORDAN, UT 84095 PHONE: (801) 446-1820 WWW.FLINTUTAH.COM</p>	PROJECT NUMBER: 211206
	DRAWN BY: JD
	CHECKED BY: PC
	DRAWING DATE: 12/30/2021
	SHEET NUMBER: 2 OF 2



CITY COUNCIL AGENDA REPORT

ITEM #4c

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Kim Rodela, Council Member, Scott Smith, Council Member, Ron Campbell, Council Member, Erin Wells, City Administrator
SUBJECT: Rename Canterbury South Park - Charlie Greenland Park
TYPE: General City Management

PURPOSE:

The City Council will consider whether to rename Canterbury South Park to Charlie Greenland Park.

STAFF RECOMMENDATION:

Staff recommends Council consider whether they are ready to rename the park or whether they would like staff to first develop a policy for the naming of City landmarks.

PRIOR COUNCIL DIRECTION:

On November 18, 2025, a number of residents from the Canterbury South subdivision came to the Council meeting requesting that Council consider changing the name of the Canterbury South Park to Charlie Greenland Park. Councilmembers Rodela, Campbell, and Smith requested that the item be put on the City Council agenda for approval.

BACKGROUND:

Canterbury South park is located at approximately 10300 North Canterbury Lane. It is approximately 1.4 acres and has a walking trail.

The reasons the residents gave to rename the park after Charlie Greenland included the fact that his grandfather, father, and Charlie himself all lived in a home that since has been removed near the park and Charlie currently lives in a different home near the park. In total, his family has been in the area approximately 120 years and Charlie has been there approximately 50 years. In addition, Charlie was the first Historical Society president and done a great deal of good for the community in that capacity.

The only other City park named after an individual is Merlin B. Larson Park. A document written by the Historical Society on the reasons for that park naming is attached to this report.

Many cities and other public entities have adopted policies for how to decide on names of their property and landmarks, particularly when dealing with naming facilities after people. Staff is looking for direction from the Council whether they would like a formal policy first crafted on this topic or whether they would like to go ahead and move forward to rename the park.

FISCAL IMPACT:

There would be no direct financial impact to this decision. If the park is renamed, costs to the City

would be staff time to update the park name on city documentation. If Council asks a policy to be created, costs to the City would be staff time to research and draft such a policy.

MOTION:

Motion to Rename

I move that the City Council direct staff to rename Canterbury South Park to Charlie Greenland [or another name chosen by the Council] Park.

Motion to Create Policy

I move that the City Council direct staff to research and draft a policy on the Naming of City Facilities.

ATTACHMENTS:

1. Merlin B Larson Park History

Merlin B Larson

At the corner of 9600 N and 6000 West sits the Merlin Larson Park. It's the one with the Gazebo and the rose garden. You may have wondered who Merlin Larson was and why we have a park named after him. I want to tell you because I was privileged to know Merlin Larson and you should know what a fine man he was and how much he contributed to the development of Highland.



Merlin was born in 1923 at his parent's home in Highland. His parents were Ludvig Maurice Larson and Vera Marie Featherstone Larson. His father served the Highland community in several capacities. During the 1930 Depression, Ludvig supervised the Federal Emergency Relief Association, a program to help those in need, and distributed food to families in Highland. The Utah County Commission asked him to supervise the P.W.A. (Public Works Administration). The project in Highland was to haul gravel and put it on the muddy roads.

Ludvig was the spokesperson for the community that convinced Utah Power and Light Co. to bring electricity to Highland. He was a member of the first committee that organized the Highland Culinary Water Company.

Merlin learned how to work hard growing up in Highland. The majority of the families were farmers and each child had responsibilities. He also learned from his father the importance of serving others in the community.



He was called to be Bishop of the Highland Ward in 1953 and served in that position for 13 1/2 years. In 1970, he was appointed to serve on the Utah County Planning Commission, and did so until 1973, when he was called as Stake President of the Alpine Stake, which included wards from Alpine as well as Highland. In 1980, the Alpine Stake was divided and Merlin was sustained as President of the new Highland Stake. He was

released in 1983, having served ten years as Stake President.

He served as a member of the Highland City Planning Commission for 12 years. He supervised the flood control program for Highland, which resulted in the construction of a flood control basin at the mouth of American Fork Canyon.

Merlin served as a member of the Highland Culinary Water Company from 1984 to 1994 and was president the last four years. In that capacity, he was part of the recommendation that Highland City require land developers to convey an amount of irrigation water to the City before the subdivision plat would be approved. That requirement became part of the development code for Highland. He researched and compiled the total irrigation water information for the City which was then used to develop the Pressurized Irrigation System.

Merlin's father always said he served "Just for the good of the community," Merlin adopted that philosophy. He served whenever he saw a need. He was an important part of the development of the Highland City you now enjoy, and a fine man and friend. Merlin and his wife, Marie, raised their four children on their farm in Highland. He also worked at Geneva Steel for 35 years, retiring in 1986.

That is why we have a Merlin Larson Park in Highland.



CITY COUNCIL AGENDA REPORT

ITEM #4d

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Kim Rodela, Council Member, Scott Smith, Council Member, Rob Patterson, City Attorney/Planning & Zoning Administrator
SUBJECT: Alcohol License Amendments - Removing Per-Zone Limit
TYPE: Municipal Code Update (Legislative)

PURPOSE:

The City Council will consider repealing the restriction on the number of alcohol licenses that may be issued within a particular zone within the Town Center, while maintaining the overall 4-license limit within Highland City.

STAFF RECOMMENDATION:

Staff recommends that the City Council ADOPT the proposed amendment to the Municipal Code.

PRIOR COUNCIL DIRECTION:

On January 16, 2024, the City Council overhauled its alcohol licensing regulations. The Council removed zoning regulations that prohibited alcohol sales and adopted new regulations allowing for a limited number of specific types of alcohol licenses within the City. Specifically, the Council approved allowing only restaurant-type alcohol licenses (both limited-service and full-service), provided that each of the following were met:

1. There could be no more than 4 total alcohol licenses issued within Highland
2. The restaurant must be located in the City commercial center, consisting of the commercial areas of the C-1, CR, Town Center Commercial Retail, and Apple Creek Planned Development zoning districts.
3. There could be no more than 2 alcohol license issued within any of the zones listed above (subject to the citywide four-license limit).

At Councilmembers Rodela and Smith's request, staff has prepared this staff report and proposed amendment to address the potential repeal of the 2-license-per-zone limit regulation.

BACKGROUND:

At the time the City Council adopted the alcohol license restrictions, it made sense to restrict the number of licenses available in each zone. There were commercial developments underway in the different zones. The per-zone restriction gave property owners within each zone a fair chance to compete for alcohol licenses, rather than allowing one development to claim all of the available licenses. As discussed below, it appears that this is not as much of a concern any longer. Accordingly, it would be appropriate for the Council to re-evaluate, in light of the updated General Plan and recent private land developments, whether the per-zone restriction is still beneficial or necessary.

In the almost two years since the City Council allowed restaurants to obtain alcohol licenses, only one restaurant has applied for and obtained an alcohol license. That restaurant is Little India, within the CR zone on the northwest corner of Timpanogos Highway and Alpine Highway. During this same time, however, the pending developments within the primary Town Center Commercial district and the C-1 zone have been built or are fully planned and under construction. The only remaining undeveloped areas are the two commercial lots within the Apple Creek/10700 development and the vacant lot north of Arctic Circle. Staff have not received any indication as to when those will be developed.

Despite the newly completed and planned private development in the area and the allowance for alcohol licenses, Staff have not received any applications or inquiries for alcohol licenses from current or planned restaurants in the C-1 and Town Center Commercial zones. It appears these restaurants (Cubby's, Jurassic Taco, Fiiz, Wendy's, Mo'Bettahs, China Wok, Pizza Pie Cafe, Papa Murphy's, Pique Thai, Subway, Domino's, and Arctic Circle) do not desire an alcohol license. Most of these are franchises that do not sell alcohol as part of standard business operations.

The only inquiries staff have received about alcohol licenses are from two proposed restaurants in the Highland Mains project, which is in the CR zone along with Little India. Due to the current 2-license-per-zone restriction, only one additional alcohol license can be authorized for the CR zone. So both restaurants could not obtain an alcohol license under current zoning.

In the General Plan update, the Planning Commission recommended that the City expand the Town Center concept to include all of the CR, C-1, Town Center, and Apple Creek/10700 property and focus on supporting and revitalizing that expanded Town Center concept as the heart of Highland. More specifically, one of the goals of the recommended General Plan is to "Strengthen the local economy and create a vibrant Town Center" by exploring commercial development and business attraction efforts within the Town Center and evaluating business regulations to ensure they support the type of businesses residents want.

Looking at Town Center as a whole, there does not appear to be a significant benefit to keep the per-zone license restriction now that the majority of the property is developed. If the Council is comfortable with having up to four restaurants with alcohol licenses within the Town Center, it does not seem to matter much whether we have two restaurants on either side of SR-92 vs. allowing three restaurants to be located on one side of the street and one restaurant on the other. Overall, the City would maintain the same number and general location of these types of businesses. So, if the goal is to focus on and strengthen the commercial areas within the Town Center as a whole and update regulations to facilitate desired businesses, then it would make sense to remove the per-zone license restriction while keeping the restriction that all licenses be within the Town Center. Accordingly, staff supports removing the per-zone license limit.

Included with this report are the proposed amendments, the current City zoning map, and the draft future land use map from the proposed General Plan showing the expanded Town Center concept.

FISCAL IMPACT:

No anticipated fiscal impact.

MOTION:

I move that City Council adopt the ordinance amending Title 5, Chapter 12 of the Highland Municipal Code and repeal the per-zone alcohol license regulation.

ATTACHMENTS:

1. O-2025 Alcohol Zoning Restriction Amendment
2. ZoningMap 2025
3. Proposed Future Land Use Map - Expanded Town Center

ORDINANCE NO. 2025-_____

**AN ORDINANCE AMENDING HIGHLAND CITY MUNICIPAL CODE
RELATED TO ZONE-SPECIFIC RESTRICTIONS ON NUMBER OF
ALCOHOL LICENSES**

WHEREAS, Highland City is authorized pursuant to the Utah Alcoholic Beverage Control Act, Title 32B of the Utah Code, including sections 32B-1-204 and 32B-7-201, to regulate the sale, offer for sale, furnishing, or consumption of alcoholic products and to tax, regulate, license, and/or prohibit the retail sale of beer;

WHEREAS, Highland City has previously adopted regulations to authorize and regulate certain on-premise retail sales of certain alcoholic beverages and to prohibit all other types or forms of on-premise or off-premise sales, distribution, offers for sale, or other commercial transactions of alcoholic beverages;

WHEREAS, as part of such regulations, Highland City restricted the total number of alcohol license that could be issued within the City to four licenses, further required that such licenses could only be issued to businesses within the City commercial center, and further restricted the total number of licenses that could be issued within any particular zone within the City commercial center to no more than two licenses;

WHEREAS, the City Council desires to amend the previously adopted regulations to remove and repeal the restriction on the number of licenses that could be issued within any particular zone within the City commercial center;

WHEREAS, the City Council desires to continue, maintain, and enforce all other regulations and restrictions regarding the sale and consumption of alcohol as currently set forth in Highland Municipal Code;

WHEREAS, the City Council finds that it will be in interest of Highland City and its residents, and will provide for the general welfare, prosperity, and benefit of Highland residents, to adopt this Ordinance;

NOW THEREFORE, BE IT ORDAINED by the Highland City Council as follows:

SECTION 1. Highland City Municipal Code, Title 5, Chapter 12, is amended as shown in Exhibit A, attached hereto.

SECTION 2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this ordinance and to the City codes referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.

SECTION 3. All ordinances and parts and provisions thereof in conflict with this ordinance are repealed to the extent of such conflict.

SECTION 4. This ordinance shall take effect immediately upon its adoption and publication, in accordance with law.

ADOPTED AND PASSED BY THE CITY COUNCIL OF HIGHLAND CITY, UTAH,
this _____ day of _____, 2025.

Mayor

ATTESTED:

City Recorder

Exhibit A

5.12.040 Alcohol Licenses

...

- C. Highland City shall issue no more than four (4) business licenses or other approvals for the commercial sale or consumption of alcohol at any time.
- D. Business licenses or other approvals for the commercial sale or consumption of alcohol shall be issued only to businesses within the city commercial center, consisting of commercially zoned property within the C-1, CR, Town Center Commercial Retail, and Apple Creek Planned Development zoning districts, ~~provided that no more than two (2) total licenses related to alcohol shall be issued to businesses within the same zoning district.~~

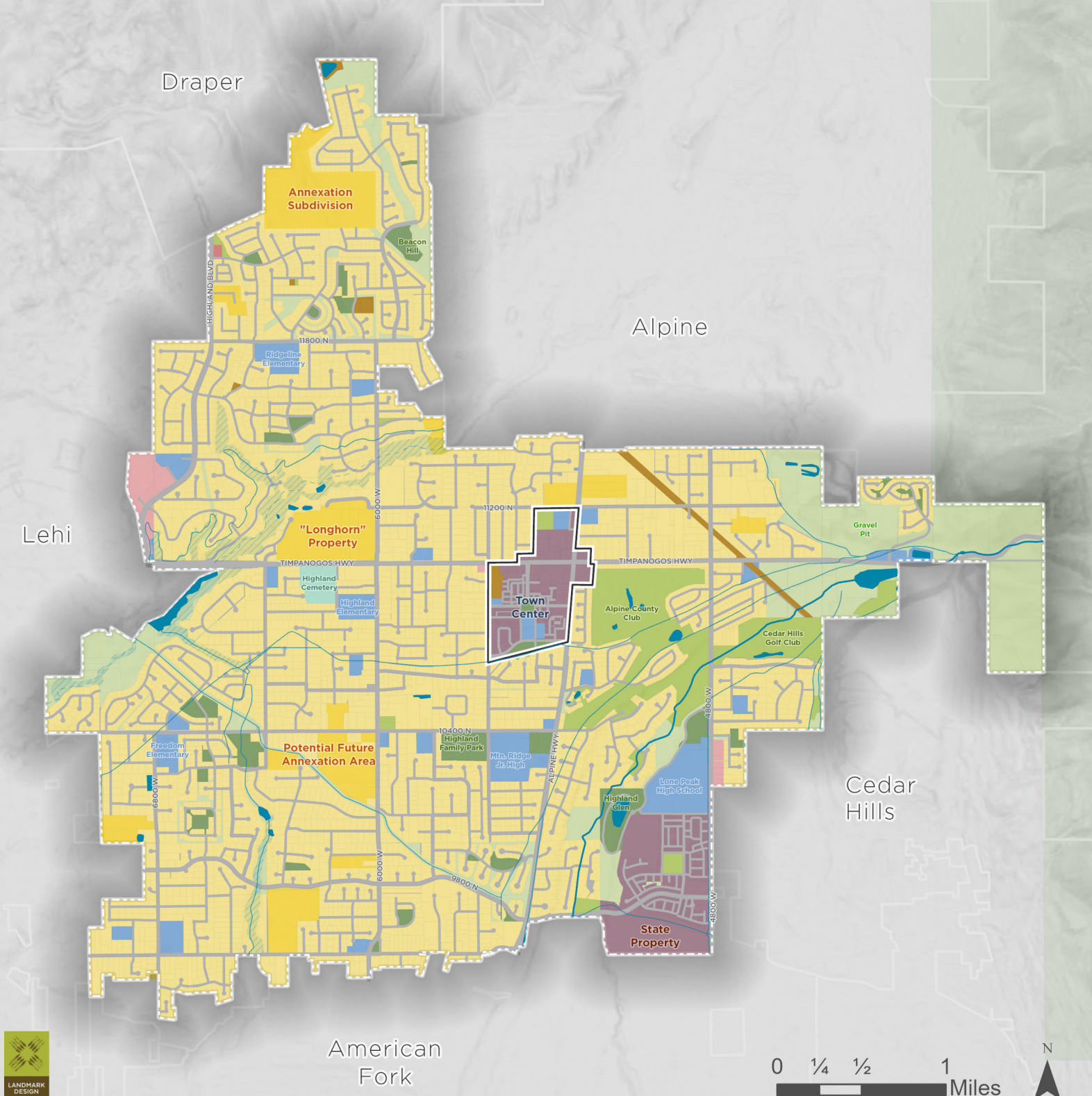
....



HIGHLAND CITY

Future Land Use

- Town Center
- Existing Residential to Remain
- Residential Infill
- Commercial
- Mixed Use
- Office
- Civic/Education/Religious
- Public Park
- Private Recreation/Golf Course
- Open Space
- Cemetery
- Utility
- Forest Service Land
- Riparian/Wetland
- Waterbody
- Canal/Ditch
- Stream/River - Perennial
- Stream/River - Intermittent





CITY COUNCIL AGENDA REPORT

ITEM #4e

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Erin Wells, City Administrator, Jess Andra, Human Resources Generalist
SUBJECT: Personnel Policy Regulations - Elected Officials Retirement Contribution Amounts
TYPE: General City Management

PURPOSE:

The City Council will consider the City's policy on retirement contributions for elected officials.

STAFF RECOMMENDATION:

Staff recommends the Council provide direction on the the City's policy of the retirement contribution rate for elected officials and anything else the Council would like to discuss regarding pay and/or benefits for elected officials.

PRIOR COUNCIL DIRECTION:

As far back as City staff has records, elected officials have received a contribution of 16.04% of their salary into a 401k account with Utah Retirement Systems (URS).

On December 6, 2016, City Council approved a resolution that should have eliminated retirement contributions for elected officials. Staff is unaware why that action was not taken after the passage of the resolution.

BACKGROUND:

Highland City recently underwent a regularly scheduled audit with URS. One of the requests from the audit was a copy of an adopted policy that outlines Highland City's contributions to URS for elected officials. URS policies allow for elected officials to receive a retirement benefit contribution, but just require that if the City is going to go above the 7.5% contribution Highland does in lieu of social security for its part-time employees, that the City have an approved policy governing that contribution. When staff was searching for a policy, we discovered that in 2016, the City Council actually approved a resolution eliminating retirement contributions for elected officials. That resolution and the minutes from that meeting are attached. Staff thought it best to seek direction from Council on this topic ahead of at least one new Councilmember beginning their term(s) in 2026. Attached to this report is a summary of benefits and pay of other nearby communities for reference.

To satisfy the follow-ups from the URS audit, staff requests the Council provide direction on the City's policy for retirement for elected officials. Staff has prepared two policies and resolutions: 1) to formalize the full retirement benefit that has historically been provided and 2) to eliminate the retirement benefit as was decided by the Council in 2016. Council can also direct staff to do research and prepare a future Council item to make any other adjustments to elected officials pay and benefits. State law requires a public hearing and ordinance adoption to set wages for elected officials.

If Council chose to eliminate the extra retirement benefit, the policy would go into effect in 2026. No prior retirement contributions would be impacted. Elected Officials would still receive the 7.5% retirement contribution in lieu of social security that is given to all part-time employees.

FISCAL IMPACT:

Below is the annual pay and extra retirement amounts for elected officials. Any changes to these would result in a financial impact depending on the action taken.

- Retirement
 - Mayor - \$1,076
 - Each City Councilmember - \$689
- Salary
 - Mayor - \$12,600
 - Each City Councilmember - \$8,064

MOTION:

Motion to Maintain the Extra Retirement Contributions for Elected Officials

I move that the City Council adopt the resolution Amending the City Personnel Policies to Formalize the City's Retirement Contribution for Elected Officials. [The Council can also direct staff to do further research on any particular topic to be brought back to a future meeting.]

Motion to Eliminate Retirement Contributions for Elected Officials

I move that the City Council adopt the resolution Amending the City Personnel Policies to Eliminate the City's Retirement Contribution for Elected Officials. [The Council can also direct staff to do further research on any particular topic to be brought back to a future meeting.]

ATTACHMENTS:

1. 2016 Resolution
2. 2016 Minutes
3. Elected Official Comparison Chart
4. Resolution to Formalize Retirement
5. Personnel Policy Manual Edits - Formalize Retirement
6. Resolution to Eliminate Extra Retirement
7. Personnel Policy Manual Edits - Eliminate Extra Retirement

RESOLUTION NO. R-2016-23

A RESOLUTION OF THE GOVERNING BODY OF HIGHLAND CITY AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL WITH REGARD TO THE UTAH RETIREMENT SYSTEM (TIER 2)

WHEREAS, the City Council of Highland, Utah wishes to provide a retirement program for its long term employees; and

WHEREAS, Highland City participates in the Utah Retirement System under the "Public Employees Non-Contributory Retirement Act,"

NOW, THEREFORE be it resolved by the City Council of Highland City as follows:

The City Administrator is hereby directed to amend the Highland City Personnel Policies and Procedures Manual as originally adopted by Resolution 2000-06 with regards to the items listed in Exhibit "A"

The EFFECTIVE DATE of this resolution shall be immediate upon execution.

ADOPTED by the City Council of Highland City, Utah this 6th day of December, 2016.

HIGHLAND CITY, UTAH


Mark S. Thompson, Mayor

ATTEST:


JoD'Ann Bates, City Recorder

COUNCILMEMBER	YES	NO
Brian Braithwaite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Irwin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Lebaron	<input type="checkbox"/>	<input type="checkbox"/>
Rod Mann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ed Dennis	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Highland City

Retirement Systems—Tier 2 Employee Retirement Systems—Personnel Policy

Highland City is a member of the Utah State Retirement System. Eligible City employees participate in the Public Employees Retirement System, as appropriate, subject to the rules and regulations of the respective systems.

- A. Membership Eligibility Requirements—Employees qualify for membership and must be certified eligible, if they meet one of the following:
 - a. Their employment, contemplated to continue during a fiscal or calendar year, normally requires an average of 20 hours or more per week and they receive at least one of the following benefits
 - i. Leave Benefits
 - ii. Employer contributions to a retirement, savings plan, health savings or reimbursement account
 - iii. Insurance premiums given to the employee or paid for by the employer on the employee’s behalf (excluding payments mandated by state or federal law).
- B. Tier 2 Employees are employees who begin employment on or after July 1, 2011.
- C. Elected Officials
 - a. For purposes of the Utah State Retirement (URS) coverage, the City classifies all elected officials as part-time. Eligibility for retirement coverage under the Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems.
- D. Appointed Officials
 - a. For purposes of the Utah State Retirement (URS) coverage, the City classifies all elected officials as part-time. Eligibility for retirement coverage under the Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems.
- E. Ineligibility Status
 - a. Certifying ineligible employee status provides documentation that may protect the City from liability on claims for benefits made by a member in the future. The following positions are considered “ineligible” status, with no statutory contributions, with regards to participation in the Tier 2 Utah Retirement System.
 - i. A temporary or seasonal employee
 - ii. An employee without benefits normally provided
 - iii. An employee whose hours are below an average of 20 hours per week
 - iv. A Tier 2 appointed/elected official designated as working as part-time

Those voting aye: Tim Irwin, Ed Dennis, Rod Mann and Brian Braithwaite.

Those voting nay: None

Motion carried.

6. RESOLUTION: Amendment to the Highland City Personnel Policies and Procedures Manual – Utah State Retirement, Tier 2

BACKGROUND: Highland City recently underwent an audit by a Utah Retirement Systems auditor. One of the areas of review was the City's retirement policies. Legislation requires employers to officially designate Tier 2 elected and appointed official positions as full-time eligible or part-time ineligible by updating their personnel policies. Full-time elected officials, taking office for the first time after June 30, 2011, are restricted to participation in the URS Tier 2 Defined Contribution Plan. Part-time elected officials are ineligible under Tier 2, so no statutory contributions are required. During the auditor's review it was discovered that Highland had not implemented a policy determining eligibility for Tier 2 elected and appointed officials. Therefore a policy was written designating part-time elected and appointed officials as ineligible for participation in the Tier 2 retirement program. The policy was forwarded on to the URS auditor by the required date, and the policy was deemed as placing Highland in compliance with the audit finding.

Gary LeCheminant, Finance Director, presented the background information. There was some discussion regarding Councilman Brian Braithwaite's eligibility.

MOTION: Councilman Ed Dennis moved that the City Council adopt Resolution 2016-23, amend the Highland City Personnel Policies and Procedures Manual regarding Utah State Retirement, Tier 2.

Councilman Rod Mann seconded the motion.

Those voting aye: Ed Dennis, Rod Mann, Brian Braithwaite and Tim Irwin

Those voting nay: None

Motion carried.

7. ORDINANCE: Approval of the City Council Meeting Schedule - 2017 Calendar Year.

BACKGROUND: Utah Code Annotated 10-3-502(1)(a) requires the City Council to officially approve by ordinance a meeting schedule for the upcoming year. It is proposed the Highland City Council continue to hold their meetings on the first and third Tuesday of every month. One item to note for the upcoming year: There are a few Monday holidays immediately prior to some Tuesday City Council meetings. With many Federal holidays falling on Mondays, this is often unavoidable and has happened in previous years. The City Council may modify the schedule to delete or add any meetings as desired. Typically, there has only been one meeting held in July and December, which is reflected in the proposed schedule. Any work sessions will be scheduled as needed and special meetings can still take place. Meetings are generally held at the Highland City Hall Council Chambers at 7:00 p.m.

After some discussion, it was decided that the City Council meeting in November be changed from the 21st to the 14th.

MOTION: Councilman Tim Irwin moved that the City Council adopt Ordinance 2016-15 approve the City Council Meeting Schedule for 2017, as amended.

City	Mayor Salary	Council Salary	Extra Retirement Contribution	Medical/Dental Benefits	Cell Phone/Computer Allowance (Annual)	Vehicle/Travel Allowance (Annual)	Other
Alpine	\$9,600	\$4,800					\$50 per board meetings in addition to salary if requested by councilmembers
American Fork	\$14,400	\$6,000		Vision		\$3,000; \$4,200	
Bluffdale	\$18,000	\$15,936	Match up to 2.5%			Mayor - \$6,000	
Cedar Hills	\$18,732	\$10,105			\$1,050		
Draper	\$35,000	\$23,400		Life Insurance		Mayor - \$4,800	
Eagle Mountain	\$119,800	\$18,100				Mayor - \$7,200	\$200 monthly stipend
Heber	\$31,200	\$15,000			\$1,440	\$3,312	Additional board compensation \$3,680
Herriman	\$35,000	\$18,500	Full-time contribution	Medical/Dental			
Lehi	\$56,816	\$19,438			\$2,400	Mayor - \$4,500	
Lindon	\$19,589	\$10,366					
Mapleton	\$18,000	\$7,200					
Orem	\$48,406	\$16,135	17.90%		\$500	Mayor - \$3,000; Council \$1,800	
Payson	\$9,000	\$6,400			\$600	Mayor - \$3,000; Council - \$1,200	
Pleasant Grove	\$18,000	\$7,200					
Provo	\$151,330	\$24,446			\$1,800	Mayor - \$4,800	Up to \$3,000 annually depending on position
Riverton	\$41,151	\$24,690			Mayor - \$960; Council - \$720	Mayor - \$3,600	
Sandy	\$179,907	\$30,715			\$1,200	\$5,916	
Santaquin	\$12,419	\$6,645					
Saratoga Springs	\$41,190	\$18,556					
Spanish Fork	\$30,972	\$17,796	Full-time contribution	Medical/Dental			
Springville	\$17,898	\$13,443			X		
Average (Excluding Mayors over \$100K)	\$26,410	\$14,994					
Highland	\$12,600	\$8,064	16.04%	No	\$500 per term	Reimbursable as requested	None

RESOLUTION NO: R-2025-XX

**A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH
AMENDING THE CITY PERSONNEL POLICY MANUAL TO FORMALIZE THE CITY'S
RETIREMENT CONTRIBUTION FOR ELECTED OFFICIALS**

WHEREAS, pursuant to Utah Code § 10-3-717 and Utah Code § 10-3-1103, Highland City is authorized to adopt and has previously adopted and implemented personnel policies and procedures; and

WHEREAS, the Highland City Council desires to clarify elected officials contribution rate for retirement benefits through the City;

NOW THEREFORE, BE IT RESOLVED by the Highland City Council as follows:

1. The City Council approves of and adopts the amendments to the Personnel Policies and Procedures Manual for Highland City attached hereto.
2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this resolution and to the personnel policies referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.
3. All prior versions of the City's personnel policies or portions thereof in conflict with the amendments approved herein are hereby repealed, superseded, and replaced by the personnel policies as approved and amended by this resolution.
4. This resolution shall take effect immediately upon passage.

PASSED and ADOPTED by Highland City Council this 2nd day of December, 2025.

HIGHLAND CITY, UTAH

Kurt Ostler, Mayor

ATTESTED:

Stephannie Cottle, City Recorder

SECTION 13: EMPLOYMENT CLASSIFICATIONS/COMPENSATION

1. GENERAL POLICY.

Highland City will pay at least minimum wages and overtime to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938. Highland City will also provide equal pay to all employees doing similar work which requires substantially equal skill, effort, and responsibility and are performed under similar working conditions in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.

2. EMPLOYMENT CLASSIFICATIONS.

- A. Full-time. An employee hired or appointed for an indefinite period in a position for which the normal work schedule is thirty (30) or more hours per week. Full-time employees may or may not qualify for specific Highland City benefits.
- B. Part-time. An employee hired or appointed for an indefinite period in a position for which the normal work schedule is less than ~~twenty-nine~~thirty (30~~29~~) hours per week. Part-time employees may or may not qualify for specific Highland City benefits.
- C. Temporary. An employee hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary employees typically do not qualify for Highland City benefits.
- D. Seasonal. An employee hired for a position which is required only for the summer or winter months. Summer or winter only employees typically do not qualify for Highland City benefits.
- E. Elected Official. The Mayor and City Councilmembers who are elected or appointed to the positions. For purposes of Utah State Retirement System coverage, the City designates all elected officials as part-time. Elected officials qualify for other City benefits only as available to part-time employees, unless stated otherwise.
- F. Appointive Officer. Individuals appointed to a position for a definite and fixed term of office. For purposes of Utah State Retirement System coverage, the City designates all appointive officers as part-time. Appointive officers qualify for other City benefits only as available to part-time employees, unless stated otherwise.

SECTION 17: BENEFITS

...

6. RETIREMENT SYSTEM.

Additional details are available from the City Administrator.

A. Highland City employees who meet the eligibility requirements are covered by the Utah State Retirement System (URS).

(1) For purposes of URS coverage, Tier 2 elected officials and appointive officers designated as working as part-time are classified as part-time ineligible.

B. The cost of this program is paid by Highland City and the employee in the percentages set by action of the City Council.

B.C. Elected officials receive a total retirement contribution paid by Highland City to a 401k/457 plan at the rate of 16.04%.

RESOLUTION NO: R-2025-XX

**A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH
AMENDING THE CITY PERSONNEL POLICY MANUAL TO ELIMINATE THE CITY'S
RETIREMENT CONTRIBUTION FOR ELECTED OFFICIALS**

WHEREAS, pursuant to Utah Code § 10-3-717 and Utah Code § 10-3-1103, Highland City is authorized to adopt and has previously adopted and implemented personnel policies and procedures; and

WHEREAS, the Highland City Council desires to clarify that elected officials are not eligible for retirement benefits through the City;

NOW THEREFORE, BE IT RESOLVED by the Highland City Council as follows:

1. The City Council approves of and adopts the amendments to the Personnel Policies and Procedures Manual for Highland City attached hereto.
2. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this resolution and to the personnel policies referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the City Council.
3. All prior versions of the City's personnel policies or portions thereof in conflict with the amendments approved herein are hereby repealed, superseded, and replaced by the personnel policies as approved and amended by this resolution.
4. This resolution shall take effect January 2nd, 2026.

PASSED and ADOPTED by Highland City Council this 2nd day of December, 2025.

HIGHLAND CITY, UTAH

Kurt Ostler, Mayor

ATTESTED:

Stephannie Cottle, City Recorder

SECTION 13: EMPLOYMENT CLASSIFICATIONS/COMPENSATION

1. GENERAL POLICY.

Highland City will pay at least minimum wages and overtime to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938. Highland City will also provide equal pay to all employees doing similar work which requires substantially equal skill, effort, and responsibility and are performed under similar working conditions in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.

2. EMPLOYMENT CLASSIFICATIONS.

- A. Full-time. An employee hired or appointed for an indefinite period in a position for which the normal work schedule is thirty (30) or more hours per week. Full-time employees may or may not qualify for specific Highland City benefits.
- B. Part-time. An employee hired or appointed for an indefinite period in a position for which the normal work schedule is less than ~~twenty-nine~~thirty (30~~29~~) hours per week. Part-time employees may or may not qualify for specific Highland City benefits.
- C. Temporary. An employee hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary employees typically do not qualify for Highland City benefits.
- D. Seasonal. An employee hired for a position which is required only for the summer or winter months. Summer or winter only employees typically do not qualify for Highland City benefits.
- E. Elected Official. The Mayor and City Councilmembers who are elected or appointed to the positions. For purposes of Utah State Retirement System coverage, the City designates all elected officials as part-time. Elected officials qualify for other City benefits only as available to part-time employees, unless stated otherwise.
- D.F. Appointive Officer. Individuals appointed to a position for a definite and fixed term of office. For purposes of Utah State Retirement System coverage, the City designates all appointive officers as part-time. Appointive officers qualify for other City benefits only as available to part-time employees, unless stated otherwise.

SECTION 17: BENEFITS

...

6. RETIREMENT SYSTEM.

Additional details are available from the City Administrator.

A. Highland City employees who meet the eligibility requirements are covered by the Utah State Retirement System (URS).

(1) For purposes of URS coverage, Tier 2 elected officials and appointive officers designated as working as part-time are classified as part-time ineligible.

B. The cost of this program is paid by Highland City and the employee in the percentages set by action of the City Council.



CITY COUNCIL AGENDA REPORT

ITEM #5a

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Erin Wells, City Administrator
SUBJECT: Lone Peak Public Safety District Interlocal Agreement Amendment
TYPE: General City Management

PURPOSE:

The City Council will consider adopting changes to the Lone Peak Public Safety Interlocal Agreement, specifically on the assessment formula for the Fire Department charged to each city.

STAFF RECOMMENDATION:

Staff recommends Council adopt the resolution approving the changes to the interlocal agreement.

PRIOR COUNCIL DIRECTION:

As a part of the FY2026 budget discussions, the Lone Peak Public Safety Board discussed the desire to review the funding allocations charged to each city for the Fire Department. Many discussions about that topic and the process for changing the allocation formula have taken place since that time in Lone Peak Board meetings, as well as Alpine and Highland City Council meetings. Below is a summary of the more recent discussions:

- In the September 30, 2025, Lone Peak Board meeting, the Board discussed proposed changes to the fire formula presented by each City.
- In the October 7, 2025, Highland City Council meeting, Council and staff discussed the current formula funding and potential changes. Council directed staff and the Board members to work with Alpine on amending the formula funding to be based on taxable value. Council indicated it would be favorable to this formula so long as Alpine agreed to it by the end of October.
- In the October 28, 2025, Alpine City Council meeting, a majority of the Alpine City Council indicated their agreement to move forward with a switch to the taxable value formula.
- In the October 30, 2025, Lone Peak Board meeting, the Board directed staff to bring back draft changes to the interlocal agreement first regarding how the allocation formula can be altered and, after that change is approved by each City Council, a change to the interlocal agreement on the formula for funding the fire department.
- In the November 10, 2025, Lone Peak Board meeting, the Board voted to recommend a change to the interlocal agreement that states that the Board may recommend a change to the funding formula, but that change won't take effect until the cities approve a change to the interlocal agreement.
- In the November 11, 2025, Alpine City Council meeting, Alpine Council unanimously approved the amendment to the interlocal agreement recommended by the Lone Peak Board.
- In the November 18, 2025, Highland City Council meeting, Highland Council unanimously approved the amendment to the interlocal agreement recommended by the Lone Peak Board.

That night, the Highland Council gave direction that it would be ok with either a formula change that took place all at once next fiscal year, or an option that allowed for a ramp-up period with fund balance from Lone Peak covering the gap in funding.

- In the November 19, 2025, Lone Peak Board meeting, the Board on a 3-1 vote approved recommending a change to the interlocal agreement to shift the assessment calculation for the fire department to be completely based on taxable value starting in fiscal year 2027.

BACKGROUND:

Alpine and Highland Cities have entered into a interlocal agreement to provide shared fire/EMS and police services called Lone Peak Public Safety District. The interlocal was first created in 1996 and has undergone major changes during that time including the addition and removal of some cities from the District. The most recent amendment to the agreement was executed in August 2023.

The funding for the fire and police services is largely funded by assessments from both Alpine and Highland Cities. For the Fire Department, The current allocation is charged as follows:

- 10% is split evenly between each City
- 45% is charged based on population
- 45% is charged based on Equivalent Residential Units

Based on the prior direction from the councilmembers from both Alpine and Highland Cities, the attorneys from each City worked together to draft three options that the Lone Peak Board reviewed. All options shift the allocation for the fire department for each City to be based on the taxable value of all real property within the City in comparison to the aggregate taxable value of all real property within the District. The Board ultimately recommended approval of Option 1 which sets the formula change to go into effect for fiscal year 2027. There is no mandated ramp-up component to this option, nor any mandated use of fund balance. However, the Board may as a part of their budget deliberations consider that as an option for fiscal year 2027. It just won't be in the interlocal agreement as a requirement. The City attorney has reviewed and approved of the amended agreement as to form and compliance with law.

If Highland approves this amendment, the Alpine City Council will consider the amendment in their January 13, 2026, meeting.

FISCAL IMPACT:

The fiscal impact depends on which option the Board selects and what the budget of the fire department is approved at next fiscal year. Below is what the impact would be with this year's budget numbers.

City	Old Assessment	New Assessment	Difference
Alpine	\$3,052,444	\$3,333,695	\$281,251
Highland	\$5,993,361	\$5,712,110	(\$281,251)

MOTION:

I move that City Council approve the resolution Approving and Adopting Amendments to the Interlocal

Cooperation Agreement Between Alpine City and Highland City Governing the Lone Peak Public Safety District.

ATTACHMENTS:

1. Resolution
2. Lone Peak ILA Amendment - Fire Formula - No Transition

RESOLUTION NO: R-2025-XX

A RESOLUTION OF THE HIGHLAND CITY COUNCIL, HIGHLAND CITY, UTAH APPROVING AND ADOPTING AMENDMENTS TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN ALPINE CITY AND HIGHLAND CITY GOVERNING THE LONE PEAK PUBLIC SAFETY DISTRICT

WHEREAS, the Lone Peak Public Safety District (“District”) is an interlocal entity created by and between Highland City and Alpine City (“Member Cities”) pursuant to an interlocal agreement first entered into January 1996 (“Interlocal Agreement”);

WHEREAS, the District has provided fire, EMS, police and other public safety services to the Cities since that time; and

WHEREAS, the Member Cities have amended the interlocal agreement from time to time since the District was first created; and

WHEREAS, the Highland City Council finds that the proposed amendments to the Interlocal Agreement will assist with the operations of the District for the benefit of the Member Cities’ residents.

NOW THEREFORE, BE IT RESOLVED by the Highland City Council as follows:

1. The City Council approves of amending the Amended 2023 Interlocal Agreement between Alpine City and Highland City, which amended agreement is attached hereto.
2. This resolution, and the version of the agreement attached hereto, supersedes and replaces all prior resolutions, approvals, and agreements, including Resolution 2025-25.
3. The City Council authorizes the Mayor and City Staff, as necessary, to execute and carry out the Interlocal Agreement according to the terms set forth therein.
4. The City Recorder, under the supervision of the City Administrator and City Attorney, may make non-substantive corrections to any portion of this resolution and to the interlocal agreement referenced herein for grammatical, typographical, numbering, and consistency purposes in accordance with the expressed intent of the Alpine and Highland City Councils.
5. This resolution shall take effect immediately upon adoption.

PASSED and ADOPTED by Highland City Council this 2nd day of December, 2025.

HIGHLAND CITY, UTAH

Kurt Ostler, Mayor

ATTESTED:

Stephannie B. Cottle, City Recorder

2026~~3~~ AMENDED AND RESTATED INTERLOCAL AGREEMENT

This Agreement amending and restating that certain interlocal agreement first entered into January 1996 and amended January 1999, January 2000, June 2007, March 2020, August 2023, November 2025, and January 2026 under the authority granted Utah municipalities to join together for their mutual interest by the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann., 1953, as amended. The parties to this Agreement are Alpine City and the City of Highland, hereinafter “City” or “Cities,” all municipal corporations of the State of Utah.

RECITALS

WHEREAS, circumstances of geography, population, and financing make it desirable for the Cities to join together to provide police, ambulance, fire, and emergency medical services to the populace of their respective jurisdictions; and

WHEREAS, circumstances have arisen whereby it is desirable to replace the original Interlocal Agreement and all subsequent amendments with a new Interlocal Agreement:

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Cities agree as follows:

AGREEMENT

1. Creation of District. By authority of section 11-13-203 of the Utah Code Ann., 1953, as amended, there is hereby created a separate legal entity to be known as the “Lone Peak Public Safety District,” hereinafter the “District.” The District shall have all power and authority allowed by law, except as restricted by this Agreement or by subsequent agreements of the Cities hereto, to take all necessary and lawful acts for the purpose of providing police, ambulance, fire, and emergency medical services for the residents of the District. In addition, the District shall have the following powers listed for the purpose of identification and not for the purpose of limitation:

- a. The District may own, acquire, construct, operate, maintain, repair, and act as one having rights of ownership of all necessary real and personal property.
- b. The District may borrow money, incur indebtedness, and issue revenue bonds or notes for the purpose for which it was created. Any indebtedness created shall be solely that of the District and not of the Cities to this Agreement unless any City should make specific agreement to guarantee or assume any obligation of the District. Any indebtedness created must be approved by the Governing Board with four members voting in favor.
- c. The District may assign, pledge, or otherwise convey as security for the payment of any bonded indebtedness any revenues and receipts from fees or services or

other sources of revenue generated by the District. Such assignment or pledge must be approved by the Governing Board with four members voting in favor.

- d. The District may sell or contract for the sale of its services to private persons or entities or to public agencies, including the federal government.
- e. The District may establish a personnel system based on merit with such exceptions for certain management positions as may be established by the Governing Board.
- f. The District may adopt District policies and procedures governing the operation of the District including, but not limited to, ambulance, police, fire, and emergency medical services, operating policies, governing and management policies, personnel policies, budget policies, and such other policies and procedures that may be required for efficient operation of the District.
- g. The District and its employees shall have all power conferred by law to enforce all statutes, rules, and regulations pertaining to the purposes for which the District is created.
- h. The District may contract with any person or entity for the provisions of services or materials in compliance with contracting and purchasing policies established by the Governing Board, including legal and accounting services.
- i. The District may sue and be sued in its own name and shall claim such privileges and immunities from liability to which it may be entitled as a political subdivision of the State of Utah, as allowed by Title 63G, Chapter 7, of the Utah Code.
- j. The District shall purchase insurance in amounts either required by law or required by the Governing Board to provide protection for its operations including, but not limited to, comprehensive general liability insurance and worker's compensation insurance.
- k. The District may exercise the right of eminent domain but only if approved by the Governing Board with four members voting in favor.

2. Governing Board. There is hereby created a governing board for the District to be known as the Board of Public Safety Commissioners (hereinafter referred to as the “Board” or “Governing Board”). The Board shall act by majority vote to govern and control operations of the District except as restricted by this agreement. The Board is empowered to adopt bylaws for its own conduct of business and to adopt all necessary policies and procedures for the operation of the District; provided however, all acts of the Board must be approved by a minimum of THREE VOTES of the Board members.

The Board shall be made up of five members including the Chair. All regular members may vote on all matters that may come before the Board. The Chair votes as a voting member of the Board on each matter for which there is a tie vote of the other board members present at a board meeting, when the Board is voting on whether to appoint or dismiss a District Chief, or

when the Chair would otherwise be entitled to vote due to the Chair's status as an alternate member of the Board. Alpine City and Highland City shall each appoint two regular members and one alternate member to the Board. The Chair shall be appointed annually from the alternate members by a majority vote of the regular members of the Board and shall alternate annually between the Cities. If the Chair is absent, one of the regular members from the same City as the Chair shall act as Chair.

No employee of the District is eligible to serve as a member of the Governing Board during their term of employment with the District.

Each Board member appointed by a City must be a currently serving elected or appointed officer of the City making the appointment. The term of each Board member shall be four years from the date of appointment; provided, that the term will sooner terminate if the Board member leaves elected or appointed office held with the represented City or the represented City removes the Board member in accordance with the City's procedures. A Board member may be reappointed to multiple terms as a Board member if otherwise eligible.

Notwithstanding any provision of this Agreement to the contrary, alternate Board members may vote only in the absence of the regular Board member(s) from the same City as the alternate member. Unless a regular Board member from the same City as the alternate member is absent, the alternate Board member shall have no more right to participate in meetings and deliberations than would a member of the general public. Alternate Board members must also be an elected or appointed officer of the represented city.

Meetings of the Governing Board shall be called from time to time as the Board determines appropriate and shall comply with the Utah Open and Public Meetings Act. A quorum of the Board is defined as a minimum of three voting Board members, including regular and alternate members. A quorum cannot be constituted unless at least one voting Board member, including regular and alternate members, from each City is present.

3. Management Committee. The Management Committee shall consist of the City Administrators of Highland City and Alpine City and the Finance Director- of Highland City. The Executive Director shall be the City Administrator from Highland City and the Assistant Executive Director shall be the City Administrator from Alpine City, unless otherwise appointed by the Board.

The Management Committee shall be responsible for budget preparation, administering revenues, and preparing reports. The Management Committee shall meet with the District Chiefs regularly as needed but no less than bimonthly. The Management Committee shall be responsible for managing the purchasing system, administering the personnel system, and administering the financial system as approved by the Board. The Management Committee responsibilities shall be as follows:

Executive Director Duties:

To approve expenditures;

To attend Management Committee meetings and keep the Management Committee informed;
To keep the Governing Board informed;
To perform evaluations of direct reports;
To represent the District with outside agencies;
To provide day to day oversight of District department heads and administrative staff;
To develop policy for Management Committee review and Board action;
To ensure compliance with Board policy;
To ensure that all personnel actions meet legal and procedural requirements;
To sign payroll and warrants;
To attend Board meetings.

Assistant Executive Director:

To act when the Executive Director is absent;
To attend Board meetings;
To attend Management Committee meetings;
To review agendas;
To review personnel actions and evaluations.

Finance Director and Administrative Assistant to the Management Committee:

To administer all accounting functions related to District finances;
To manage all administrative clerical functions;
To maintain a record of Board meetings;
To attend Management Committee meetings;
To maintain all administrative personnel and compensation records;
To oversee all employee benefits;
To counter sign payroll and warrants.

Highland City, through the Highland City Administrator, shall be responsible for all administrative functions of the District, including but not limited to: human resource, financial, accounting, recorder, treasurer, and clerical functions, including but not limited to: maintaining Board meetings records, maintaining administrative personnel and compensation records, overseeing all employee benefits, and counter signing payroll and warrants. These functions may be assigned to appropriate Highland City employees in addition to those individuals on the Management Committee.

4. District Chiefs. The department heads of the District shall be the District's police and fire chiefs. The District Chiefs shall not be merit employees and shall have principal responsibility for the day-to-day operations of the District. District Chiefs shall be considered at-will employees as defined in Section 10-3-1105 of Utah State Code, as amended. The District Chiefs shall serve at the pleasure of the Governing Board and may be removed with or without cause by a majority vote of the Governing Board. The employment terms and conditions of the District Chiefs and other employees, as approved and designated by the Governing Board, may be further defined or adjusted by way of employment contracts approved by the Board.

The District chiefs may be assisted by such employees as are determined appropriate by the Governing Board. The responsibilities and duties of the Chiefs shall be determined by the Governing Board and Management Committee. The Chiefs shall report to the Executive Director and the Management Committee.

5. Funding. The fiscal year of the District shall be from July 1 of each year through June 30 of the following year. A proposed tentative annual budget shall be prepared annually by the Management Committee under the direction of the Governing Board. The proposed tentative annual budget shall include at a minimum three district budget departments, fire and EMS, police services, and administration. The Executive Director shall cause the proposed tentative annual budget to be presented to the Governing Board, allowing reasonable time for consideration. After such reasonable time for consideration and after receiving the recommendations and advice from the Governing Board, a final annual budget shall be approved by majority vote of the Board. The approved final annual budget shall constitute the agreed budget for the next fiscal year for purpose of determining the annual financial participation of the Cities.

The District may be funded by any lawful means approved by the Governing Board. Such funding may include, but is not limited to, obtaining grants, indebtedness, fees, and direct assessment and payment from the Cities. The direct assessment and payment from the Cities shall be calculated according to the formulae stated below.

Beginning with fiscal year 2027, the portion of the annual budget for fire, ambulance, and emergency medical services ("EMS") that is not funded by other sources of revenue shall be funded by direct assessment and payment from the Cities, which assessment and payment shall be calculated as follows: Each City shall be assessed a pro rata portion of the fire, ambulance, and EMS services budget based on the percentage of the aggregate taxable value of all real property within the City compared to the aggregate taxable value of all real property within the District. The Management Committee shall determine the amount assessed to each City valuation of property shall be determined by the Management Committee based on the property valuations provided by the Utah County Assessor for the most recent calendar year ending prior to the adoption of the annual budget.

For fiscal year 2026, which began July 1, 2025, and ends June 30, 2026, the direct assessment and payment from the Cities for the fire, ambulance, and EMS budget shall be calculated according to the formulae set forth in the version of this Agreement that was in effect at the time the fiscal year 2026 annual budget was adopted.

~~Ten percent (10%) of the annual fire, ambulance, and EMS budget shall be assessed equally among the Cities; this 10% shall be known as the "base rate." Fifty percent (50%) of the remaining fire, ambulance, and EMS budget (45% of the total annual fire, ambulance, and EMS budget) shall be assessed proportionally based on the respective populations of the Cities. Each City's proportionate share of this assessment shall be equal to that City's proportionate share of the population of the District. The population numbers shall be determined by the Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. The remaining fifty percent~~

~~(50%) of the fire, ambulance, and EMS budget (the other 45% of the total) shall be assessed to each City based on Equivalent Residential Units (ERUs) within each City. This assessment shall be calculated by determining the ratio between the number of ERUs within the boundaries of the District and within each City. An ERU is defined as follows:~~

~~Each residential unit, including apartments or accessory apartments;
Each 10,000 square foot of retail space; and
Each 10,000 square foot portion of any other nonresidential structure, excluding buildings accessory to residential units.~~

The portion of the annual budget for administration and police services that is not funded by other sources of revenue shall be funded by direct assessment and payment from the Cities, which assessment and payment shall be calculated based on the population of the Cities receiving police services. Each City receiving police services shall be assessed a pro rata portion of the police services budget based on the percent of the City's total population compared to the District's population receiving police services. The population numbers shall be determined by the Management Committee using a calculation based on the US Census, average persons per household, and new building permits, as approved by the Board as part of the Budget. In all cases each City shall pay for its respective dispatch services incurred.

The annual budget increase or decrease for the District shall not exceed the average property tax revenue increase or decrease of both Cities' budgets of the previous fiscal year, excluding any new revenue increases, without the majority vote of each City Council. Said vote of each City Council shall occur prior to the adoption of the final budget.

Once the calculations have been made in accordance with the formulae set forth above, and a final budget has been adopted by the District, each City will be assessed its portion of the annual budget to be funded by direct payment.

The Governing Board may recommend, as part of the annual budget or otherwise, changes to the formulae used to calculate direct assessment and payment from the Cities. Unless the Cities agree otherwise, changes to the formulae shall not take effect or be used to calculate the Cities' assessments until the first fiscal year after the new formulae are approved by the Cities by way of amendment of this Agreement.

Every five (5) years, the relative proportion of contribution of the Cities shall be evaluated and if a proportionate share of the annual budget for any City has increased by more than twenty percent (20%), the number of representatives on the Board for that City may also be changed based on consent of the Governing Board.

6. Scope of Services. The District may provide all public safety services including police, fire, ambulance, and emergency medical services, may enforce hazardous material rules and regulations, and may provide services within a geographical jurisdiction of the District as requested and agreed to by the Governing Body. The District may also provide services outside of its jurisdiction pursuant to mutual aid or reciprocal support agreements with other jurisdictions and to such other jurisdictions as may contract for the purchase of services from the District.

This Agreement is intended to constitute the provision of services required of cities and counties under Titles 10 and 17 of the Utah Code. This Agreement is intended to create a mechanism whereby general public safety protection, emergency medical services, fire prevention services, and hazardous material regulation enforcement may be provided to the citizens of the District generally and is not intended to create a specific benefit or obligation to provide services with respect to any one person or legal entity.

7. Buildings. No building shall be constructed, renovated, or leased for use by the District without prior approval of the Board. The Cities hereto understand and agree that they may not bind the District or encumber the District's budget by constructing new buildings, renovating existing buildings, or leasing buildings to be used by the District without providing terms and conditions to the Board for prior approval. The District shall not be obligated to make payments on a lease without prior approval by the Board and signature by its authorized representative.

8. Term of Agreement. This Agreement shall be in continuous force for fifty (50) years from the effective date. Any City may terminate its participation in this Agreement as of July 1 of any year provided that notice of intent to withdraw has been given in writing to the other Cities at least twenty-four (24) months prior to the time of withdrawal. The obligation of the District to provide services to a withdrawing jurisdiction terminates at the time the withdrawal is effective.

9. Effective Date. This Agreement shall become effective when the Cities have approved and executed this Agreement in conformity with the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann.

10. Transition Provisions. The Interlocal Agreement, dated January 1, 1996, and all subsequent amendments thereto, are superseded by this Agreement and shall be of no further force and effect as of the time this Agreement takes effect.

11. Distribution on Termination or Withdrawal. Upon any agreement of the Cities to terminate this Agreement and dissolve the District, the District's Executive Director shall prepare an inventory of all real and personal property of the District. Distribution on dissolution shall be made in kind or in cash as the Board may determine. The value of the distribution of assets and liabilities to each City upon dissolution of the District shall be determined by calculating the value of all contributions of each City, at the end of the fiscal year of the dissolution. A calculation shall then be made of the percentage of contribution each City has made to the sum of the contributions of the Cities for the period of calculation. The calculated percentages shall then be applied to the total value of the assets or liabilities to be distributed and each City shall take their corresponding percentage. Assets that may be directly traced and attributed to funds obtained from sources other than the Cities as of the time of dissolution shall also be distributed based on the percentage of contribution.

If a City withdraws from the District and the District is not dissolved, any distribution of assets to the withdrawing City shall only be as negotiated with the remaining Cities. The Cities

agree to negotiate in good faith in determining fair and reasonable terms and conditions for the distribution of District assets to the withdrawing City. If the Cities cannot agree on a negotiated distribution of assets to the withdrawing City, the Cities hereto agree to mediate the matter. If the dispute is not resolved in mediation, then the Cities may take the matter to court.

12. District Expansion. Other municipalities may become a party to this Agreement only upon written application to and approval by the Governing Board, who may determine the terms and conditions of admission to the District.

13. Integration and Amendments. This Agreement constitutes the entire understanding and agreement between the Cities regarding its subject matter. The Cities hereby represent that the undersigned are authorized to hereby bind each City to this Agreement. The Cities may amend this Agreement by mutual consent, provided that any such amendment must be made in writing and approved and executed by the Cities in conformity with the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann.

Signed and dated this ____ day of _____, 2023.

ATTEST:

ALPINE CITY

DeAnn Parry
CITY RECORDER

By: _____
Carla Merrill
MAYOR

Approved as to form:

BENNETT TUELLER JOHNSON &
DEERE

Stephen B. Doxey
City Attorney

Signed and dated this ____ day of _____, 2023.

ATTEST:

CITY OF HIGHLAND

Stephannie Cottle
CITY RECORDER

By: _____
Kurt Ostler
MAYOR

Approved as to form:

Rob Patterson
City Attorney



CITY COUNCIL AGENDA REPORT

ITEM #5b

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Chris Trusty, City Engineer/Public Works Director
SUBJECT: 4800 West Design Contract Approval
TYPE: General City Management

PURPOSE:

The City Council will consider the award of a design contract for the 4800 West Safety Improvement project.

STAFF RECOMMENDATION:

Staff recommends that the design contract for the 4800 West Safety Improvement project be awarded to Condor North America in the amount of \$307,780.

PRIOR COUNCIL DIRECTION:

In conjunction with the biannual Mountainland Association of Governments (MAG) Transportation Improvement Plan (TIP) project cycle, Highland City, along with the city of Alpine, co-submitted a request for improvements along 4800 West between Highland City and Alpine City (scope attached). These plans within each City were approved by the respective City Councils. Highland Council approval was on April 19, 2022. On June 16, 2025, the Council approved the City budget which included the revenue sources and city expenditures for this project. Subsequently, the City Council voted to approve Interlocal Agreements with Utah County and Alpine City on September 19, 2025, specifically for the funding of this project.

BACKGROUND:

Per the 2022 Council direction, the project focuses on addressing safety concerns at the intersection, including lane alignment and pedestrian safety. Improvements generally consist of road widening to provide a 5-foot shoulder, a striped center median, and a 10-foot trail along the east side of 4800 West. The project improvements will be between SR 92 and the roundabout in Alpine. Council also has the option of continuing the trail from SR92 south to Canyon View Drive.

Highland City solicited design proposals through the state's procurement website. Prospective engineering consultants were also notified by city staff. Three consulting firms provided bids for the project, which were Consor, CMT, and Methods Consulting. The proposals from the three consultants were evaluated by city staff from Highland and Alpine. While all three firms provided exceptional proposals, the selection committee is recommending the design bid be awarded to Consor. This decision is based partly because of the three proposals, Consor was the only consultant on the UDOT pool for preconstruction engineering and, as this project does involve UDOT, this became the deciding factor in the recommendation. A tabulation of the bids is included below.

	Conzor	Methods	CMT
Design	\$257,700	\$239,420	\$172,200
Construction Management	\$20,000	\$41,780	\$43,800
Inspections/ Materials Testing	\$19,980	\$212,120	\$113,850
Construction Survey	\$10,100	\$12,200	\$27,200
TOTAL	\$307,780	\$505,610	\$357,050

One item to note is that the inspections and materials testing cost from Consor was considerably lower than the other two bids. The difference in their bid is that they only provided costs for a part-time inspector and did not include a cost for materials testing, as that is not a service they provide in house. Typically, on a project like this, the contractor is required to provide quality control testing while the municipality would provide quality assurance testing more sporadically to confirm the testing provided by the contractor. In this situation, the city would want to contract that out separately from the design contract. Based off the other two proposals, this cost would likely be in the \$80,000 - \$100,000 range. We would want to solicit bids when we get close to construction to select a company to perform this work for the city. As a professional service, the City is not necessarily be required to select the low bid and because of the UDOT pool factor, staff would recommend Consor.

FISCAL IMPACT:

Funding for TIP projects typically comes either through the state or the county, depending on the scope and nature of the projects funded. In this instance, funding will be through Utah County, and Highland City will be the recipient of the funds. Total funding for this project is \$5,461,250 with \$5,091,523 from Utah County, and a 6.77% match between Highland and Alpine of \$369,726.

City Council approved the FY26 budget which included funding for this project in GL# 41-40-79 in the Road Capital Fund. The revenue sources from both Utah County and Alpine were also included in the approved budget in the Road Capital Fund.

MOTION:

I move that City Council award the design services contract for the 4800 West Safety Improvement project to Consor North America in the amount of \$307,780.

ATTACHMENTS:

1. Consor Proposal
2. CMT Technical Services Proposal
3. CMT Technical Services COST PROPOSAL
4. METHODS Consulting Proposal



HIGHLAND CITY

Professional Consulting Services to Design the
**4800 West Road
Improvement Project**

November 13, 2025



November 13, 2025

Attn: Chris Trusty
Highland City
5400 Civic Center Drive, Suite 100
Highland, UT 84003

RE: PROFESSIONAL CONSULTING SERVICES TO DESIGN THE 4800 WEST ROAD IMPROVEMENT PROJECT

Dear Mr. Trusty and Selection Committee Members,

Consor North America, Inc. (Conсор) is excited to propose our project team and relevant experience to work with Highland City (City) on this important road improvement project. Our team understands the critical importance of this corridor in facilitating safe and efficient transportation for the community. With extensive experience in roadway reconstruction, widening, and comprehensive infrastructure improvements, Consor is well-equipped to deliver a high-quality project that meets the functional and aesthetic needs of the City while adhering to budget and schedule requirements.

Our team is comprised of experienced structural and roadway engineers that have delivered dozens of high quality roadway projects throughout Utah. We have the ability and willingness to meet all the requirements in the request for proposal (RFP_ and will adhere to all the standards and specifications of the City, county, and state.

As requested in the RFP, Consor will comply with all terms and conditions as indicated in the RFP. Consor is also a corporation. In accordance with the affirmative action request in the RFP, Consor does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.

I, Mason Bouck, am authorized to sign this proposal and to do so on behalf of Consor. I will also be the key contact for this project. My information is listed below. If I am unavailable, the first and second back-up contact persons will be Robert Haslam, SE (robert.haslam@consoreng.com, 385.574.1120) and Derek Hatfield, PE (derek.hatfield@consoreng.com, 435.512.7755).

We are excited to be considered for this critical infrastructure project and encourage you to contact our project references for confirmation of our quality work, delivered on time and within budget. We look forward to hearing from you soon!

Sincerely,

A handwritten signature in black ink that reads 'Mason Bouck'.

Mason Bouck, PE
Principal
p: 385.253.0362
e: mason.bouck@consoreng.com

Consor North America, Inc.
38 East Scenic Pointe Drive, Suite 300
Draper, UT 84020
p: 801.495.4240

PROPOSAL RESPONSE FORM

In order to receive consideration, submitted proposals must contain responses to all questions.

Failure to respond to all questions may result in disqualification of the proposal.

COMPANY NAME & ADDRESS: _____

Conzor North America, Inc.

38 East Scenic Pointe Drive, Suite 300, Draper, UT, 84020

Is this an Office: ☒ , Home: _____, Shop: _____, Other: _____
Telephone Number: (801) 495.4240 , Emergency Number: () _____.
Answering Machine: () _____, Fax Number: () _____.
Email Address: robert.haslam@consoreng.com

COMPANY OWNER:

Conzor North America, Inc. (Conzor)

COMPANY PRESIDENT: Hisham Mahmoud

CONTACT PERSON: Mason Bouck

Phone: 385.253.0362

Type of Company (Partnership, Corporation, Venture etc.):

Corporation

If a Corporation, in what State Incorporated: Oregon

Business License Number: BL000359

State of Utah Professional License Type(s) and License Number(s)

Professional Engineer (PE)

Federal Tax Identification Number:

93-0768555

How long has this company been in business: 40 Years, and _____ Months.

Officers authorized to execute contracts:

Mason Bouck, Principal

Leo Florence, Vice President

What would happen to your company in the event of the owner's absence or death?

Company is a corporation. Absence or death is mitigated by local leadership in Draper, UT.

Brief History of the Company: For 40 years, Consor has provided transportation and water infrastructure consulting services throughout the US. The company provides diverse yet complementary services such as planning, engineering design, construction services, structural assessment, and program management across two primary sectors: water and transportation.

Are there any judgements, suits or claims pending

against your company? If Yes, attach a written explanation. ☐ YES

☒ NO

Has your company operated under any other name (s)?

☒ YES

☐ NO

If Yes, attach a written explanation. Until 2022, the Utah office operated as Project Engineering Consultants (PEC), before being acquired by Consor.

FINANCIAL REFERENCES (these may be checked)

1. Bank Name & Address JP Morgan Chase Bank, NA.

4 Chase Metrotech Center, Floor 17, Brooklyn, NY, 11245

Manager Keith Frazier

Phone 718.242.0609

2. Bank Name & Address

Manager

Phone

3. Other

Manager

Phone

PROJECT REFERENCES

1. Name: Glen Tanner, Contact: glen@utahcounty.gov

Address: 2855 S. State St., Provo, UT 84606, Phone: 801.851.8602

2. Name: Nicholas Clark, Contact: nclark@utah.gov

Address: UDOT Structures Division, Phone: 801.810.5450
4501 South 2700 West, Salt Lake City, UT 84129

3. Name: Andrew Gwynn, Contact: agwynn@utah.gov

Address: UDOT Region Three, Phone: 801.719.9086
658 N 1500 W, Orem, UT 84057

4. Name: Jered Johnson, Contact: jjohnson@spanishfork.org

Address: 775 North Main Street, Spanish Fork, UT 84660, Phone: 801.804.4575

5. Name: Andy Spencer, Contact: ajspencer@utah.gov

Address: UDOT Region Three, Phone: 801.367.4387
658 N 1500 W, Orem, UT 84057

SCOPE OF PROFESSIONAL WORK PERFORMED ON THE ABOVE PROJECTS

Roadway, bridges, walls, utilities, ROW, survey, signals, drainage, and all other ancillary services required to deliver roadway projects.

PRICE PROPOSAL

I hereby propose to provide the Professional Consulting Services described in the Request for Proposals, and my response thereto, for a professional fee of:

Design	<u>\$257,700</u>
Construction Management	<u>\$20,000</u>
Inspection/Materials Testing	<u>\$19,980</u>
Construction Surveying	<u>\$10,010</u>

(Each proposer must also ATTACH A PROPOSED PAYMENT SCHEDULE for the work which will be performed. This will be used as the basis for determining a mutually agreed upon payment schedule to be included in any contract resulting here from.)

COMPLETION DATE

Please list the date by which you will complete the project: Advertise 08/27/2026

CERTIFICATION

I hereby certify that I have read, understand, and agree to all sections and attachments of the Request for Proposals for Professional Consulting Services for the 4800 West Improvement Project from SR-72 to Alpine City Main Street. I further certify that the information submitted by me/my company in response to the Request for Proposals is true and accurate.

I understand that Highland City has the right to reject any or all proposals, to waive minor irregularities when to do so would be in the best interests of Highland City, and to negotiate a price for the proposed services as determined to be in the best interest of Highland City.



Signature

Principal

Title



PROPOSED PAYMENT SCHEDULE

Conсор's Project Manager will oversee project activities and deliverables, **including invoicing Highland City each month for effort expended during the month.** Project management activities will also include establishing, monitoring, and updating a project schedule; coordinating with Highland City Project Manager and resources; providing project updates to the Highland City Project Manager; holding regular project status meetings; and tracking the project budget.

Certificate of Commercial General and Professional Liability Insurance & Certificate of Current Workers Compensation Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA LLC. 1225 17TH STREET, SUITE 1300 DENVER, CO 80202-5534	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:														
CN144764051-MP-GAUWp-24-25	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER B : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER C : National Fire Insurance Company</td> <td>20478</td> </tr> <tr> <td>INSURER D : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER E : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER F : N/A</td> <td>N/A</td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Casualty Company	20443	INSURER B : N/A	N/A	INSURER C : National Fire Insurance Company	20478	INSURER D : Federal Insurance Company	20281	INSURER E : N/A	N/A	INSURER F : N/A	N/A
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Continental Casualty Company	20443														
INSURER B : N/A	N/A														
INSURER C : National Fire Insurance Company	20478														
INSURER D : Federal Insurance Company	20281														
INSURER E : N/A	N/A														
INSURER F : N/A	N/A														

COVERAGES	CERTIFICATE NUMBER: SEA-004063275-05	REVISION NUMBER: 2
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR		TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	X	COMMERCIAL GENERAL LIABILITY				7095110478	12/31/2024	12/31/2025	EACH OCCURRENCE	\$ 1,000,000		
			CLAIMS-MADE	X	OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000		
					MED EXP (Any one person)				\$ 15,000			
					PERSONAL & ADV INJURY				\$ 1,000,000			
					GENERAL AGGREGATE				\$ 2,000,000			
		GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG	\$ 2,000,000		
	X	POLICY		PRO-JECT		LOC				\$		
		OTHER:								\$		
A		AUTOMOBILE LIABILITY				7095132738	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000		
	X	ANY AUTO							BODILY INJURY (Per person)	\$		
		OWNED AUTOS ONLY		SCHEDULED AUTOS	BODILY INJURY (Per accident)				\$			
		HIRED AUTOS ONLY		NON-OWNED AUTOS ONLY	PROPERTY DAMAGE (Per accident)				\$			
									\$			
		UMBRELLA LIAB							EACH OCCURRENCE	\$		
		EXCESS LIAB							AGGREGATE	\$		
									\$			
		DED		RETENTION \$					\$			
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					7095135476 (AOS)	12/31/2024	12/31/2025	X	PER STATUTE		OTH-ER
C	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y / N	N / A		7095140595 (CA)	12/31/2024	12/31/2025				
	If yes, describe under DESCRIPTION OF OPERATIONS below								E.L. EACH ACCIDENT	\$	1,000,000	
									E.L. DISEASE - EA EMPLOYEE	\$	1,000,000	
									E.L. DISEASE - POLICY LIMIT	\$	1,000,000	
D	Professional E&O					8250-1945 (SIR: \$5,000)	08/10/2024	08/10/2025	Aggregate		1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 For informational purposes only.

Executive Summary

OUR BACKGROUND

Conсор started in 1980 with a mission to provide engineering services to public agencies. Remaining true to our mission, 99 percent of our business is for public agency clients. Conсор has more than 1,600 employees across 83 North America locations. Our Utah office location provides all the personnel needed for this project. Much of the Utah County region depends on us to provide quality solutions to complex design and construction management projects.

Over the years, we have proven ourselves to be reliable, quality driven professionals with a strong sense of loyalty to our clients, particularly public agencies like Highland City. Our clients depend on us to offer sound engineering advice to help them meet their project needs in the most cost-effective way while still benefiting the community.

We are pleased to submit our proposal in response to the City's RFP to design and manage the 4800 West Road Improvement Project. Our team brings extensive experience in roadway design, multi-use path integration, and municipal infrastructure projects across Utah. We are committed to delivering a solution that meets the Cities' objectives for safety, mobility, and long-term value.

UNDERSTANDING OF CLIENT NEEDS

Highland and Alpine City have identified the need to improve the 4800 West corridor—a 1.5-mile, three-lane collector road connecting SR-92 to Alpine Main Street. The project includes realigning the north leg of the SR-92 intersection, constructing a 10-foot-wide multipurpose path, and implementing safety enhancements at key intersections. We understand the importance of compliance with Highland City, Alpine City, AASHTO, and UDOT standards, as well as the need for timely delivery to meet the Fall 2026 bid-ready milestone.

PROPOSED SOLUTION

Our approach begins with a comprehensive review of the preliminary roadway footprint, detailed survey base mapping, and right-of-way (ROW) requirements to establish a clear foundation for design. Conсор will provide utility identification and relocation planning, followed by preparation of a full design package including roadway alignment, drainage, walls, safety improvements design, and bid documents. Our methodology emphasizes cost control, adherence to schedule, and the implementation of innovative design practices that enhance safety, functionality, and long-term performance. Should the Cities elect, our team is prepared to provide full construction management services, including inspection, construction survey, quality assurance/quality control (QA/QC), and project documentation to deliver a successful project from concept through completion.

VALUE PROPOSITION

Partnering with us delivers a streamlined process, on-time delivery, and a design that enhances safety and mobility for vehicles, cyclists, and pedestrians. Our proven track record with similar municipal projects demonstrates our ability to manage complex scopes while maintaining budget discipline. We bring local expertise, strong stakeholder coordination skills, and a commitment to sustainable, high-quality infrastructure.

COMPLIANCE AND ALIGNMENT

We will comply with all applicable standards and specifications, including Highland City, Alpine City, AASHTO, and UDOT requirements. Our team meets all insurance and liability requirements outlined in the RFP, and we adhere strictly to Highland City's procurement rules and procedures.

PROJECT TEAM AND CAPABILITIES

Our project team includes seasoned professionals with expertise in roadway design, utility coordination, and construction management. [Insert names and credentials of key personnel]. Each member brings hands-on experience with Utah municipal projects and a collaborative approach to problem-solving.

Our goal is simple: a better experience—and better for the experience.

The Conсор team provides Highland City with:

- ✓ *Highland City Project Experience*
- ✓ *Local Government Roadway Experience*
- ✓ *UDOT Pool Qualifications*
- ✓ *Immediate Availability and a Commitment as a Priority Project*



TIMELINE AND DELIVERABLES

We will deliver a complete design package by Fall 2026, verifying readiness for bid and construction commencement in early 2027. Key deliverables include:

- Final design plans and specifications
- ROW acquisition support
- Utility relocation support
- Engineer's estimate and bid package conforming to Highland City requirements

PRICING OVERVIEW

Our pricing structure is transparent and competitive, covering design services and optional construction management. Our total pricing is \$307,690 (with CM) or \$257,700 (without CM). A further breakdown of our pricing tiers can be found on page 14. We are committed to providing exceptional value while meeting all project requirements.

WHY CONSOR?

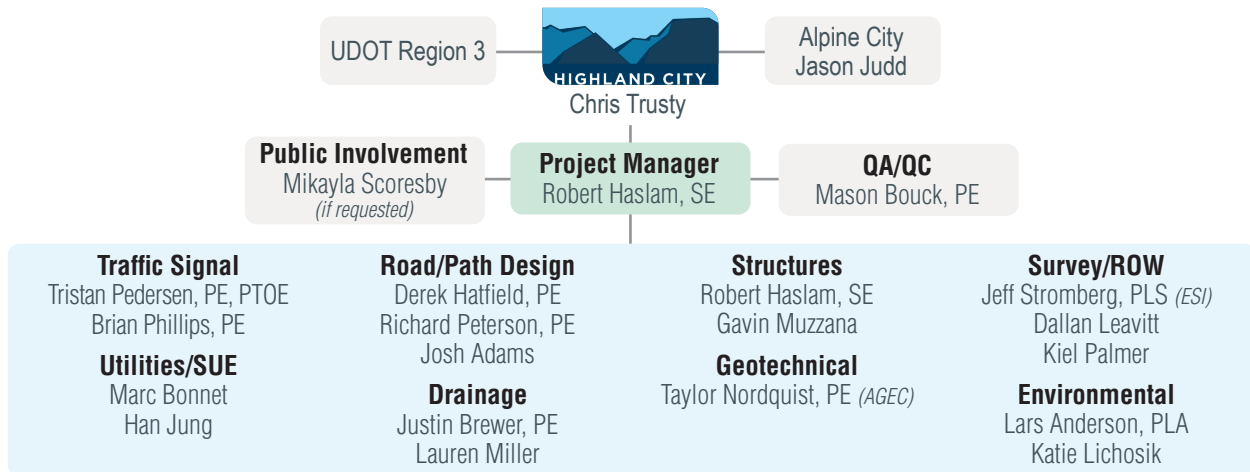
We appreciate the opportunity to partner with Highland City, Alpine City, and UDOT on this critical transportation improvement. Our team is ready to deliver a project that meets your goals for safety, efficiency, and community benefit. We welcome the chance to discuss our proposal further and answer any questions you may have.

1. Qualifications and Experience

ORGANIZATIONAL CHART & KEY STAFF

Conсор's organization chart depicts our key personnel of professionals who are ready and available to start work on the 4800 West Road Improvements Project. Additional staffing and support services can be provided, as needed or upon request of the City, to support the required work for the project.

Our local team, located in Draper, UT, has designed and advertised more than 40 roadway construction projects in the past three years, including the Loafer Mountain Parkway and Sierra Vista projects in Utah County. Our local team will deliver all tasks and is ready to assist Highland City in the design of the 4800 West Roadway project.



Robert Haslam, SE | Project Manager | 0.25 FTE

Robert delivers innovative transportation design solutions with a focus on mobility, constructability and cost savings. He has served as a PM for more than twelve years and has provided design oversight on several of Utah's largest projects, including Mountain View Corridor South, I-15 Technology Corridor (SR-92 to Lehi Main Street), I-80 and I-215 Renewed, Bangerter Four Interchanges, and I-15 CORE. He also served as project manager and structures lead on several local government project including Bluffdale City UTN Jordan River Parkway Trail, Highland City Mitchell Hollow Trail, Draper City Willow Creek Culvert Replacement, West Jordan City 7600 South and Redwood Road Intersection, and several more for other agencies. This board experience base has helped him build an expanded vision of project deliver, risk mitigation, innovation techniques and accelerated delivery. Robert's expertise spans planning, programming, structural and roadway design, and construction support. His capabilities include concept development and refinement, innovative design alternatives, UDOT standards conformance, accelerated construction methods, phasing, constructability reviews, and design oversight. He is fully familiar with Highland City's standards, UDOT's standards and contracting requirements, UDOT permitting process, final design development, and advertising processes. Using this strong background, he leads each project with a strong focus on quality and adherence to industry quality control procedures. Current projects include the US-40 Culvert Replacement at MP 29.5 in UDOT Region 3, Midvale Canal Trail, UTN Jordan River Parkway Trail in Bluffdale, VMS I-15 SB – 12300 S and Bangerter in UDOT Region 2, and the 100 East Bridge Replacement in Richfield in UDOT Region 4, in addition to work for the Hualapai Tribe in Arizona for the 16-mile Buck and Doe Road.



Derek Hatfield, PE | Design Lead | 0.50 FTE

Derek specializes in roadway design and brings more than a decade of experience developing plans, specifications, and estimates for UDOT projects. He is highly proficient in creating design and bid documents that meet UDOT, AASHTO, MUTCD, FHWA, APWA, and local government standards. Known for his attention to detail, Derek identifies and resolves utility conflicts early in the design process to keep projects on track. As an expert in OpenRoads Designer, he uses advanced modeling and clash detection to enhance safety and protect infrastructure. Recently, Derek completed the Loafer Mountain Parkway for Utah County. This was a greenfield project in which he led the final design stages and coordinated closely with Utah County, the contractor, and its subcontractors. Additional past work includes complex projects such as SR-67 (I-215 to 500 S), SR-126 (300 N to Midland Dr), SR-103 (SR-126 to HAFB), and US-89 (SR-204 to SR-134). Currently, he is leading the design for several UDOT projects, including US-189 (Median Barrier), SR-171 (Redwood to 700 W), SR-36 (Railroad to Faust Rd), and US-89 (Eagleridge to I-15). Derek's technical expertise and commitment to quality drive efficient, safe, and timely project delivery that meets UDOT's standards.

**Justin Brewer, PE | Drainage | 0.50 FTE**

Justin will work closely with roadway designers to develop an effective and efficient drainage design. Over the past 11 years, Justin has been involved in the design and construction administration of water, wastewater, and stormwater infrastructure. He has served as lead design engineer on numerous stormwater and hydraulic design efforts, bringing a strong command of both traditional and innovative drainage solutions. His expertise includes hydrologic/hydraulic modeling, low-impact development and planning, and water and wastewater system modeling and design. Justin brings strong practical experience in designing stormwater, water, and wastewater systems for local governments. He is a skilled drainage engineer with more than a decade of experience supporting major roadway projects throughout Utah. He knows how to find the simplest and most effective solutions for the collection, conveyance, and distribution of water systems, computer models, expert analysis, and an up-to-date understanding of industry standards.

**Marc Bonnet | Utilities/SUE | 0.50 FTE**

Marc will lead utility/SUE investigations, collaborating closely with project teams and utility owners to identify impacted facilities and guide them through coordination, design review, relocation planning, and documentation—delivering compliance with City standards, timelines, and procedures. Marc brings 11 consecutive years of dedicated utility coordination and design experience on transportation projects, specializing in early conflict identification, resolution strategies, and verifying utility relocations are completed without delay. Marc has built strong working relationships with major and minor utility providers, including Rocky Mountain Power, Kern River Gas, Enbridge Gas, CenturyLink, and local canal companies. Marc is also trained in the National Highway Institute's Utility Coordination for Highway Projects.

**Jeff Stromberg, PLS | Survey/ROW | 0.25 FTE**

Jeff will manage the efforts of the survey crew in obtaining appropriate and required survey information. In addition, he will lead the effort to develop the instruments required to acquire ROW and any temporary construction easements. Jeff has 21 years of survey and ROW experience, having overseen the survey and ROW activities for more than 150 projects similar to the 4800 West project. Recent similar projects include Sierra Vista for the City of Provo; Loafer Mountain Parkway for Utah County; 7800 South Widening project for UDOT and West Jordan City; and Lehi Main Street/Crossroads Boulevard for the Cities of Lehi and Saratoga Springs.

**Tristan Pedersen, PE, PTOE | Traffic Signal Design | 0.50 FTE**

With more than 17 years of experience, Tristan has acquired expansive knowledge of traffic signals, dealing in traffic operations, maintenance of traffic, and roadway design. Recent projects as roadway designer include design for SR-198 and SR-164 for Utah County and design for Spanish Fork City at the intersections of 800 North 400 East and 800 North 200 East. Tristan's knowledge of traffic operations combined with roadway design gives a unique perspective of the several factors required for a superior design. As a PTOE, he is certified with requisite knowledge, skill, and ability in the specialization of traffic operations engineering.

**Mikayla Scoresby | Public Involvement | 0.25 FTE (if requested)**

While public involvement is anticipated to be minimal, if requested, Mikayla can be a critical public-facing envoy between the City and residents and property owners. She would coordinate with property owners for new design improvements or required temporary construction easements and provide flyer notifications to property owners. Mikayla is skilled at designing documents for information distribution and developing visual communication materials like maps and flyers to convey key messages and make information accessible for various audiences. She can see a project through, from design to construction completion, and has experience working with the public to resolve project-related concerns and verifying that the public's needs are met.

PROPOSER QUALIFICATIONS: RELEVANT PROJECT EXPERIENCE



Mitchell Hollow Trail

New Trail Design | Highland City | 2024-25 | Chris Trusty, City Engineer, 385.789.5853

Team: Robert Haslam (PM), Derek Hatfield (Design QC), Josh Adams (Design), Jeff Stromberg (Survey/ROW), Justin Brewer (Drainage), Marc Bonnet (Utilities), Tristan Pedersen (Ped Crossings), Richard Peterson (Design QC)

Highland City selected Consor to design a critical 0.7-mile trail segment connecting the existing trail dead-end at approximately 10090 North and extending it to 9600 North. The project has been submitted to Highland City for advertising. As the project has developed, **several major challenges were successfully addressed to allow the trail to fit within the limited 20-foot corridor, including walls placement innovations, coordination with adjacent land owners, fence**

type updates for property security and structures coordination to fit wetland areas. ROW acquisition was a key concern, as the trail required easements across three private parcels. Consor secured these easements, along with additional slope easements along the east side of the alignment—**eliminating the need for nearly \$500,000 in retaining walls.** To minimize environmental impact, the design included precast boardwalks to elevate the trail through sensitive wetland areas and rock walls in key areas to support fill slopes. This solution avoided the need for pedestrian bridges and kept the project within categorical exclusion thresholds. Consor worked closely with Highland City throughout the design process, leading key decisions and maintaining coordination across project stakeholders. The project shares several design elements with 4800 West, including trail design, pedestrian crossings at roadways, retaining walls, ROW acquisition, and community engagement.



Loafer Mountain Parkway

New Construction/Reconstruction | 2019-2024 | Utah County/MAG | Glen Tanner, Utah County Associate Public Works Director, 801.851.8602

Team: Derek Hatfield (Design Lead), Robert Haslam (Structures), Jeff Stromberg (Survey/ROW), Justin Brewer (Drainage), Marc Bonnet (Utility Design and Relocation), Tristan Pedersen (Signals), Mikayla Scoresby (PI), Lars Anderson (Environmental)

This was a new roadway design project in Salem that extended between SR-164 and SR-198, including widening of Elk Ridge Drive. This key commuter route provides residents access to I-15. Consor coordinated closely with UDOT as both ends of the roadway required conditional access permits. **Design activities included environmental, geotechnical, roadway, public involvement, pedestrian**

crossing and culvert, retaining walls, ROW, drainage, and utility improvements, including a new water line, pressurized irrigation line, sewer line, power, and ATMS components. Roadway design included multiple driveway tie-ins, multiple strip takes, temporary and permanent easements, new irrigation ditches and road crossings, a new storm drain system, and a new signal at SR-198.



1300 East Reconstruction

Road Reconstruction | 2018-2021 | Salt Lake City | John Coyle, Salt Lake City Senior Engineering Project Manager, 801.535.6379

Team: Derek Hatfield (Roadway Design), Justin Brewer (Drainage), Jeff Stromberg (Survey), Mikayla Scoresby (PI)

This was a design reconstruction of 1300 East between 2100 South and 1300 South. **Design for full-depth reconstruction was required, including replacement of existing deep gutters, drainage, driveway tie-ins for more than 100 homes and businesses, and ROW design for multiple strip takes.** The project required a significant number of TCEs to accommodate driveway tie-ins. Consor also delivered public involvement services during both design and construction. Maintenance

of traffic was a critical factor due to the complexities of a full-depth reconstruction in a tight corridor to deliver the safest environment for the contractor and the traveling public.



North Canyon Road Reconstruction

Road Reconstruction | 2018-2020 | Utah County | Glen Tanner, Utah County Associate Public Works Director, 801.851.8602

Team: Derek Hatfield (Roadway Design), Justin Brewer (Drainage Design), Jeff Stromberg (Survey)

Consor designed and reconstructed more than five miles of Canyon Road from US-89 to SR-92 (Timpanogos Highway). **This project required a full topographical survey with utility and waterline information to facilitate the design of new lines for both Pleasant Grove and Cedar Hills, as well as ROW documentation necessary for the road improvements and realignment of an intersection and traffic improvements.** Roadway improvements were designed

to maximize the use of Pleasant Grove's existing storm drain system and address existing drainage low spots. Consor also designed and engineered the construction of 10,000 linear feet of 8- to 14-inch water main, 57 main line valves, 80 new water service laterals, 23 water service lateral reconstructions, 17 new fire hydrants, and one air release valve assembly. These challenges were mitigated through SUE, site investigations, and by updating the City GIS database with as-built data.

2. Understanding of Project

PROJECT OVERVIEW

The 4800 West Road Improvement Project is a critical infrastructure initiative for Highland and Alpine City, designed to enhance mobility, safety, and connectivity in northern Utah County. The project spans approximately 1.5 miles, transforming 4800 West into a three-lane collector roadway from SR-92 (Timpanogos Highway) to Alpine Main Street. This corridor serves as a vital link for residential, commercial, and recreational traffic, and its improvement will address current and future transportation demands. In previous discussions with Highland and Alpine, we have identified a few key items which will be addressed in design. These include:

- Shifting of roadway to eliminate or reduce park strip and provide space for the path
- Protection of hydrants, power poles and limiting utility relocations
- ROW acquisition of two parcels (owned by Jason Carlton and Steve Maddox)
- Safety improvements with a new crosswalk and RRFB addition at Healey Boulevard, and crosswalk improvements at 11200 North/Ridge Drive
- Focus on safety enhancements along the corridor

KEY OBJECTIVES

Intersection Realignment: Consor will redesign the north leg of the SR-92 intersection to improve traffic flow and safety. Key objective is to increase access to SB through movement due to large backups at high traffic times.

Multi-Use Path: Consor will develop and implement a typical roadway section allowing the construction of a 10-foot-wide multipurpose path along the corridor to accommodate pedestrians and cyclists.

Safety Enhancements: Consor will evaluate and implement intersection safety improvements at defined locations including crosswalk improvements.

Utility Coordination: Consor will identify utilities in conflict with the proposed roadway footprint and work directly with utility owners to resolve conflicts through relocation.

ROW Acquisition: Consor will develop ROW documents and work closely with Highland City and Alpine City on acquisition efforts for final alignment and design implementation.

INNOVATIVE AND CREATIVE SOLUTIONS

Consor will investigate innovations and creative solutions early and discuss them with the city to weigh the benefits to the projects. Preliminary design has identified a few options as opportunities to streamline design, enhance corridor and improve quality.

Corridor Efficiency and Safety Design: Use digital design modeling (OpenRoads or Civil 3D) with on site and LiDAR-based survey data to optimize intersection geometry at SR-92, improving vehicle turning paths and reducing queuing.

Lane Narrowing: UDOT accepts the use of 11-foot lanes on state highways. Use of narrower lanes on city streets encourages slower traffic speeds, reduces ROW impacts, provides buffer to sidewalks/path or enhanced path width to 12-feet, decreases retaining wall sizes or allows space for utility protection.

Multimodal and Complete Streets Enhancements: Use of context-sensitive design for the 10-foot shared-use path, including colored or textured pavement at crossings, to increase visibility and user safety.

Safety Enhancements: Implement Rectangular Rapid Flashing Beacons (RRFBs) and investigate city street lighting at key intersections to improve pedestrian and cyclist safety.

Intersection Enhancements: Investigate alternate designs for intersection at Ridge Drive to enhance safety and improve vehicle flow from Ridge Drive (High-T or Roundabout).

Streamlined Reviews: Implement digital markups and combined reviews via Bluebeam Revu for coordination among Highland City, Alpine City, and UDOT, simplifying the review process, allowing for real time comment sharing and collaborative reviews.

Construction and Project Delivery: Investigate a construction phasing plan for the narrow corridor that minimizes impacts to local residents, potentially using temporary bypass routes or one-lane alternating traffic.

Unified Design Standards: Coordinate collaboratively between Highland, Alpine, and UDOT to establish shared design priorities, streamlining reviews and verifying consistency across jurisdictions.

Integrated Utility Corridor and 3D Conflict Detection: A 3D utility coordination model using Civil 3D or OpenRoads integrated

with subsurface utility engineering (SUE) data to establish a comprehensive utility corridor layout enabling all wet and dry utilities to be visualized and coordinated spatially within a single environment, allowing conflicts to be detected and resolved early in design.

Utility Improvement Considerations: Collaborate with City utility operations staff to identify and address existing system inefficiencies or access challenges along the corridor. Where feasible, integrate improvements such as upgraded valve access, manhole adjustments, and improved maintenance structures to extend asset life and simplify future maintenance activities.

COMPLIANCE REQUIREMENTS

Conсор will advance the project, adhering to:

- Highland City and Alpine City Standards and Specifications
- APWA Standards and Specification when applicable
- AASHTO guidelines for roadway and path design
- UDOT standards for work within state ROW, permitting, and coordination
- Applicable environmental and safety regulations

CRITICAL SUCCESS FACTORS

Timely Delivery: Working closely with Highland City, Alpine City, and UDOT, Conсор will work to complete design and bid package by Fall 2026, enabling bidding, award in October 2026 and construction to commence in early 2027.

Stakeholder Coordination: Conсор will collaborate with Highland City, Alpine City, Utah County, UDOT, and adjacent property owners to identify conflicts early, provide conflict solutions and reach stakeholder consensus allowing design to move forward.

Comprehensive Design: Conсор will deliver a full design package including roadway, drainage, walls, signals, and bid documents meeting the required standards.

Cost Control: Conсор will seek innovations to minimize construction costs and implement strategies to manage budget while maximizing construction economy and operational effectiveness.

OUR PERSPECTIVE AND SCOPE OF WORK

We understand that this project is more than a roadway, it is a community investment. By integrating safety, accessibility, and efficiency, the 4800 West corridor will serve as a model for sustainable transportation infrastructure in Utah County and provide safe access to all users, improving the community. Our approach prioritizes proactive communication, innovative design solutions, and rigorous compliance for successful delivery. Upon project award, we will collaborate with Highland City's project manager to review all necessary work tasks and develop a comprehensive scope of work that clearly defines each task.

Scope Assumptions and Exclusions

1. Our schedule and fee are based on our current understanding of the project and assume a standard design process, no major surprises, one review at each milestone, and then advancing the design to the next level.
2. We assume one kickoff/scoping meeting and six milestone meetings; two for roadway at 90% and 100%, and three for utilities at 30%, 60%, and 100% to match utility owner requirements. Team meetings to coordinate design elements, roadway layout and key issues will occur biweekly.
3. We assume that appropriate ROW will be available to accommodate the desired design. At the two identified parcels, ROW is not available for the desired design and acquisition will occur.
4. We assume most of the existing curb, gutter, and sidewalk will need to be replaced. Exceptions will occur at some areas where park strips do not exist.
5. We assume the storm drain system has sufficient capacity to convey any additional runoff as a result of the improvements. Inlet basins and lateral extensions/relocations will be implemented.

3. Proposed Cost and Timetable

TASK BREAKDOWN

1. Preliminary Work

- Site Visits & Assessment
- Survey Base Mapping/Topographic Survey
- Review of Existing Conditions
- Review of ROW Info (provided by City)
- Utility Research and Conflict Identification
- Innovation and Creative Solutions (vetting of options, identifications of selected items, begin implementation)

2. Design Phase

- Preliminary Design & Conceptual Layout
- ROW Plans & Acquisition Documents
- Utility Relocation
- Design for:
 - Pavement (Road & Multi-use path)
 - Signal Relocation & Striping
 - Safety Improvements at Intersections
 - Retaining Walls (if needed)
 - Drainage
 - Miscellaneous Items

3. Final Design Deliverables

- 90% Design Review Package (Plans, Specifications, and Estimates)
- 100% Plans and Specs
- Environmental Document
- Engineer's Cost Estimate
- Bid Documents (Highland City forms & standards)

4. Bidding Support

- Assist with Bid Advertisement
- Respond to RFIs/Addenda
- Bid Tabulation & Recommendation
- Pre-bid Site Visit

5. Construction Phase (if elected)

- Construction Management (*the City has the option to choose to do this themselves*)
 - Inspection (*interval to be determined*)
 - Quality Assurance/Control Oversight
 - Project Documentation
 - Stakeholder Coordination
 - Final Walkthrough & Closeout
- Construction Surveying & Staking (if elected)

Phase	Fee Estimate (USD)
Preliminary Design	\$44,740
30% Design	\$31,880
60% Design	\$51,300
90% Design	\$96,000
100% Advertising	\$19,380
Project Management	\$14,400
Construction Surveying	\$10,010
Optional Construction Management	\$39,980
Total (includes CM)	\$307,690
Total (excludes CM)	\$257,700

PROPOSED SCHEDULE (TIMELINE)

Task/Phase	Start Date	End Date	Duration
NTP	Dec. 15, 2025		
Preliminary Design	Dec. 15, 2025	Feb. 23, 2026	9 weeks
Survey/Mapping/Utilities/SUE	Dec. 15, 2025	Feb. 14, 2026	8 weeks (parallel)
UDOT Initial Permit Meeting	Mar. 3, 2026	Mar. 10, 2026	Date TBD
60% Progress Print	June 18, 2026	June 18, 2026	Courtesy Print
Final Design	Mar. 10, 2026	July 13, 2026	18 weeks
UDOT Final Permit Meeting	July 14, 2026	July 21, 2026	Date TBD
90% Design Review	July 21, 2026	Aug. 4, 2026	
ROW Coordination	Dec. 2025	Aug. 2026	Ongoing (parallel)
100% Bid Package Preparation	Aug. 5, 2026	Aug. 26, 2026	3 week buffer
City Advertising Preparation	Aug. 27, 2026	Sept. 12, 2026	2 weeks
Bidding Phase	Sept. 21, 2026	Oct. 19, 2026	4 weeks
Construction Staking (if elected)	Nov. 2026	Nov. 2026	1 week
Construction Management (if elected)	Nov. 2026	2027	End Date TBD

4. Plan for Managing the Project

MANAGEMENT APPROACH

Conсор's plan for managing the 4800 West Road Improvement Project is built on proactive communication, rigorous quality control, and efficient resource allocation. We will implement a structured project management framework that delivers transparency, accountability, and timely delivery. Our PM, Robert Haslam, will serve as a single point of contact for Highland and Alpine City, streamlining decision-making and minimizing delays.

Our approach is rooted in flexibility, responsiveness, and technical rigor. We tailor our methodology to align with the City's priorities and the nature of each task, whether it is the design of the roadway, design of the utilities, or communicating with property owners. As a trusted extension of City staff, we bring both depth and adaptability across the specialties outlined in this proposal. Robert will implement strong project control and management procedures including a quality assurance program that will certify the delivery of complete, high-quality plans and contract documents. To achieve this, we have created a specialized tool, the Project Control Workbook, which allows our project managers to plan workload, track expenditures, document estimates to complete work, track schedule, track the risk register, and establish a QC/QA plan with assigned roles for each of our projects. By following this prescriptive plan, this project will be completed on time, on schedule, and on budget.

DATA GATHERING

While the initial site visit will begin the data gathering process, we will continue the process by engaging our survey team, utility mapping staff, and design squad to quickly identify innovative and creative solutions. It is important to get these processes started as the design is limited and could be delayed without them. We will also perform an initial investigation of utilities in the area. We will gather record drawings from known utility vendors in the area and, in coordination with our survey team, our utility engineers will perform SUE Level B and C investigations. In addition, we will work closely with City personnel to identify all City utilities within the roadway prism. Our ROW team will also gather GIS-level data for all parcels within the project limits. All of this information will be loaded into Civil 3D and constitute the existing conditions layers (ExROW, ExUtil, and ExTopo).

PROJECT DESIGN

Our approach will follow a proven and structured methodology for delivering transportation projects efficiently and effectively. We will begin with a comprehensive project site visit including representatives from each City and design team discipline leads. This on-site review will identify corridor issues, concerns, and potential risks while establishing strong working relationships between the City and Conсор teams. A formal kickoff and scoping meeting will follow to confirm mutual understanding of the project scope, schedule, budget, and risks.

From the outset, we will implement strategies to control costs, maximize construction economy, and deliver long-term operational effectiveness—including early coordination with utilities, pavement review and optimization, constructability reviews, and evaluation of design alternatives that reduce construction and lifecycle costs. We will identify and vet key innovations early in the process, assessing their feasibility, benefits, and cost implications. At the scoping meeting, a risk workshop will occur to assign probability, cost, and schedule impacts to each item and develop mitigation and implementation strategies with responsible parties clearly defined.

To maintain alignment and quality, we will conduct design review meetings at 30% and Final design stages, as well as a 60% progress review. Each milestone will include clearly defined deliverables—agendas, design files, comment resolution logs, and phase-specific documentation—to promote accountability and transparency. Given the varied project disciplines, separate milestone reviews will be held for roadway and utility design to deliver focused, efficient discussions.

At key design points, Conсор will coordinate directly with UDOT Permits to address the SR-92 intersection and all work within UDOT ROW. This proactive and collaborative approach will deliver tangible advantages to the City, including a more constructible design, improved cost predictability, minimized schedule risk, and optimized infrastructure performance for years to come.

Preliminary Design: We will begin by reviewing the proposed roadway footprint and ROW requirements, identifying potential conflicts early to avoid costly changes later.

Utility Coordination: Our team will conduct thorough utility identification and develop relocation plans to prevent construction delays.

Final Design: We will deliver a complete design package. This includes roadway alignment, drainage, walls, signal design, and bid documents, fully compliant with Highland City, Alpine City, AASHTO, and UDOT standards (where required).

ACQUISITION

The final roadway alignment will require ROW acquisition from adjacent landowners. As part of this Agreement, Consor will prepare all necessary ROW plans, legal descriptions, and supporting documentation to facilitate property acquisition in coordination with the City. Our approach emphasizes early identification of impacted parcels and proactive communication with property owners to minimize acquisition risks and delays.

Our team will coordinate directly with property owners to obtain temporary access agreements for survey, and environmental field work. All contact will be handled professionally and respectfully, providing property owners are fully informed before entry of the purpose and scope of access requests, per Utah Code § 78B 6 506, and work will be done under reasonable times in coordination with the landowner. The City's involvement will be limited to providing authorization letters or assisting with access negotiations only when necessary to maintain schedule and cooperation.

TRAFFIC SIGNAL DESIGN

We consider ourselves traffic signal design experts as our team has designed ten signals over the past year alone. This includes four signals along Loafer Mountain Parkway, four signals for the City of Spanish Fork, and two other projects for UDOT. For the 4800 West & SR-92 signal, we will coordinate with UDOT on design and seek to implement incremental improvements in signal design to limit project costs.

DRAINAGE AND UTILITIES

Our team will evaluate drainage needs along the corridor and work with the cities to evaluate the existing storm drain system and its ability to handle flows from the roadway improvements. It is our assumption that upgrades to the existing storm drain system will not be required so we have not included that effort in our planned scope of work. We will work with the cities and other utility providers to determine if there is a need for additional utilities in the roadway. Our design will consider these additional utilities to avoid future conflicts. Our scope of work does not include design for any utilities beyond drainage. Our team has the skills and expertise to design any of the potential underground utilities including sewer, culinary water, and pressurized irrigation, should that be required.

STAKEHOLDER ENGAGEMENT

Effective communication is central to our management plan. We will establish clear protocols for information sharing with Highland City, Alpine City, UDOT, and adjacent property owners. Regular project meetings and status updates will verify all parties remain informed and engaged.

SCHEDULE CONTROL

Meeting the Fall 2026 bid-ready milestone is a top priority. We will employ advanced scheduling tools and provide bi-weekly progress reports to maintain alignment with project timelines. Critical path analysis will guide resource allocation and prevent bottlenecks.

RISK MANAGEMENT

Our team will implement a structured risk management process using an established risk matrix to proactively identify, assess, and mitigate potential issues throughout the 4800 West roadway project. We will identify risks related to ROW acquisition, utility conflicts, and schedule constraints early in the process. Each identified risk will be evaluated based on its likelihood of occurrence, as well as its potential cost and schedule impacts, allowing for a quantified assessment of risk magnitude. Mitigation strategies will be added for each risk and may include stakeholder coordination, phased construction, milestone approvals, and contingency planning for unforeseen conditions. This matrix-based approach verifies that the most critical risks receive focused attention and mitigation planning early in the design phase. Risks will be continuously tracked and updated throughout the project lifecycle, with clear documentation and communication to project stakeholders. This systematic approach promotes informed decision-making, cost control, and schedule adherence, reducing the potential for unforeseen project disruptions.

QUALITY ASSURANCE/QUALITY CONTROL

We prioritize quality design to minimize change orders and keep projects on schedule and will implement our internal QC/QA policy which exceeds UDOT and Local Government requirements for documentation and tracking. Every design element undergoes a thorough check by a qualified reviewer. The reviewer verifies engineering standards, calculations, and construction drawings. Comments are then back-checked (typically by the design engineer) to confirm they align with the project's intent. The reviewer and back-checker resolve all issues before final updates are incorporated.

We also conduct interdisciplinary reviews to identify and resolve design conflicts early, reducing construction change orders. When needed, our construction oversight team adds input on cost, phasing, and risk, which is valuable for projects with complex traffic

management or road closures. This layered review process verifies that designs are practical, coordinated, and construction ready. During construction, we will maintain detailed documentation and conduct regular inspections to uphold quality standards.

DELIVERABLES

At each milestone, Consor will provide a level of design documents (plan, profile, and detail sheets) that meet the milestone requirements (30%, 60% Progress Print, 90%, and Advertising). The following as part of the design package:

1. Topography and site survey support services
2. Utility location identification and relocation plans
3. Full width roadway design
4. Drainage design
5. Wall layout
6. Signal revisions
7. Provide full engineers estimate
8. Provide bid package conforming to Highland City forms and procurement rules

Noted as one of the innovations/ creative solutions, we will use Bluebeam Revu or Comment Resolution Forms (CRF) to capture all comments during the milestone meetings. Each comment is documented on the Bluebeam Session or form and marked with the appropriate resolution; any notes about the comment are captured as well as quality control/quality assurance checks to verify all accepted comments have been reflected in the plans. Effective use of the milestone meetings and CRF requires involvement by City experts from each discipline (sewer, water, irrigation, stormwater, and roadway) to review the design documents.

CONSTRUCTION MANAGEMENT (IF ELECTED)

If selected to provide Construction Management (CM) services for the 4800 West Improvement Project, our team will deliver professional, hands-on oversight to verify quality, efficiency, and compliance from pre-construction through close-out. We understand that Highland City may opt to perform CM in-house, but if our services are requested, we are fully prepared to fulfill the following responsibilities:

1. Inspection

We will provide experienced on-site inspectors to monitor daily construction activities, verify compliance with approved plans and specifications, and maintain detailed field logs and photographic records.

2. Materials Testing (City's Preferred Consultants)

We will coordinate and schedule all required materials testing (soil, concrete, asphalt, etc.) through Highland City's preferred consultants, verifying all testing aligns with project milestones and quality benchmarks.

3. Construction Surveying and Staking

Our survey team will perform all necessary construction staking including roadway alignment, curb and gutter, utility locations, drainage structures, and the multi-use path. We will verify contractor layout to prevent costly field corrections.

4. Documentation

Comprehensive documentation will be maintained throughout the project, including daily reports, inspection logs, test results, RFIs, submittals, pay applications, and change orders. All documentation will be compiled digitally and made available to the City.

5. Quality Control/Quality Assurance (QC/QA)

We will implement and maintain a project-specific QC/QA Plan to verify materials and workmanship meet or exceed standards. Field staff will proactively identify and resolve issues before they affect performance, cost, or schedule.

6. Project Meetings

Our team will lead or support regular construction meetings with the City, contractor, and key stakeholders to track progress, address concerns, and verify alignment. Meeting minutes and action items will be recorded and shared promptly.

7. Project Close-out

We will manage final punch lists, confirm all testing and inspections are complete, and coordinate with the contractor and City to compile as-built drawings, warranties, material certifications, and other close-out documentation for project acceptance.



JOB TITLE		4800 W Road Improvement Project Client: Highland City For: Chris Trusty Services: Roadway Design Prepared By: Robert Haslam On: 11/13/2025																		
		PM / STRUCTURAL LEAD	QC/QA	ENVIRONMENTAL MANAGER	ENVIRONMENTAL SPECIALIST	SURVEY/ROW	SURVEY CREW	ROADWAY LEAD	ROADWAY / STRUCTURAL	SIGNALS	DRAINAGE ENGINEER	DRAINAGE DESIGNER	EIT	UTILITY MANAGER	UTILITY DESIGNER	FIELD ENGINEER	INSPECTOR	DOCUMENT CONTROL	HOURS	TOTAL LABOR BY TASK
TASK DESCRIPTION:		LABOR HOURS:																		
Task 1	Preliminary Design																			
1.01	1V1 - Kickoff Meeting	4			2			2			2								12	\$2,019.99
1.04	2U1 - Utility Identification													8	16				24	\$3,040.02
1.05	1J1 - Identify Existing Right-of-Way	2				8	8												18	\$3,180.01
1.06	1B1 - Develop Base Mapping/Existing Surface	2				8	100												110	\$15,139.90
1.09	1R1 - Develop Roadway Scope	2						24	36										62	\$8,340.00
1.10	1Q1 - Assess Drainage Needs & Scope	2									8	24							42	\$5,499.94
1.14	1E1 - Evaluate Environmental Needs & Scope	2		6	24														32	\$4,800.04
1.18	1V2 - Innovative and Creative Solutions Meeting	4	2		2			2	2		2								16	\$2,719.98
Task 1 Subtotal		18	2	6	28	16	108	28	38	0	12	24	0	8	16	0	0	0	316	\$44,739.87
Task 2	30% Phase																			
2.05	2R1 - Model Initial Roadway Design	8	8					48	24										88	\$13,280.02
2.06	2Q1 - Develop Initial Drainage Design	2	2								8	20							40	\$5,419.94
2.09	2E1 - Prepare Environmental Document	2		12	32														46	\$7,300.07
2.10	4J1 - Identify Right -of-Way , Prepare Acquisition Documents, Review	4				24													28	\$5,880.06
Task 2 Subtotal		16	10	12	32	24	0	48	24	0	8	20	0	0	0	0	0	0	202	\$31,880.09
Task 3	60% Phase																			
3.01	3U1 - Identify Potential Utility Conflicts	2						10						12	24				48	\$6,400.03
3.02	3U2 - Initial Design Utility Coordination	2												12	24				38	\$5,100.02
3.04	3U4 - Utility Coordination with Owners	2																	2	\$539.99
3.09	3R1 - Complete Roadway Design	4	8					80											92	\$13,240.08
3.10	3R2 - Complete Signing and Striping Design	4	4					20											28	\$4,560.01
3.11	3R3 - Complete Signal and Lighting Layout Design	4	4							60			20						88	\$12,960.07
3.14	3Q1 - Complete Drainage Design	2									12	40							66	\$8,499.90
Task 3 Subtotal		20	16	0	0	0	0	110	0	60	12	40	20	24	48	0	0	0	362	\$51,300.10
Task 4	90% Phase																			
4.07	4S3 - Complete Wall Details	12	4					4	40				20						80	\$11,839.96
4.11	4U1 - Final Design Utility Coordination	2												36	40				78	\$11,020.07
4.16	4R1 - Complete Roadway Plans & Documents	8	4					120	20				40						192	\$25,240.14
4.18	4R3 - Complete Signal & Lightng Plans & Documents	4	4					4	4	20			20						56	\$8,000.02
4.20	4Q1 - Complete Drainage Plan Sheets & Documents	4	4					4			40	80							164	\$22,079.76
4.23	4E1 - Obtain Environmental Document Approval	4		4	24														32	\$4,800.02
4.25	4Y1 - Prepare, Compile, and Distribute 90% Review Package	8	8					8	8		8			4	8				60	\$9,359.96
4.26	4V1 - Plans, Specifications & Estimate (90%) Review Meeting	2	10								4								16	\$3,659.98
Task 4 Subtotal		44	34	4	24	0	0	140	72	20	52	80	80	40	48	0	0	0	678	\$95,999.91
Task 5	100% Advertising Phase																			
5.01	5Y1 - Incorporate P5&E Review Comments	6	10					16	8	8	8	8							74	\$11,019.97
5.02	5V1 - Comment Resolution Review Meeting	4	4					4	4		4								20	\$3,919.98
5.04	5Z1 - Assemble Advertising Package	4	4					4	4		4	4							24	\$4,439.97
Task 5 Subtotal		14	18	0	0	0	0	24	16	8	16	12	0	0	0	0	0	0	118	\$19,379.92
Task 6	Project Management																			
6.01	1Z1 - Project Oversight	40																30	70	\$14,399.93
Task 6 Subtotal		40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	70	\$14,399.93
Task 7	Construction Management																			
7.01	Construction Management																		111	\$19,980.24
7.02	Inspection/Materials Testing															200			200	\$19,999.96
7.03	Construction Survey						77												77	\$10,009.91
Task 7 Subtotal		0	0	0	0	0	77	0	0	0	0	0	0	0	0	200	111	0	388	\$49,990.11
TOTAL LABOR HOURS		152	80	22	84	40	185	350	150	88	100	176	100	72	112	200	111	30	2134	

Direct Costs				
Sub Consultant	Quantity	Unit	Unit Cost	Total Cost
				\$ -
				\$ -
				\$ -
Total Sub Consultant	0		\$0.00	\$ -
Direct Expenses				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Direct Expenses	0		\$0.00	\$ -
Total Direct Costs	0		\$0.00	\$ -

Total Labor Costs	\$307,689.92
Total Cost	\$307,689.92

Design	\$257,700
Construction Management	\$20,000
Inspection/Materials Testing	\$19,980
Construction Surveying	\$10,010



November 13, 2025

Highland City
5400 Civic Center Drive, Suite 100
Highland, UT 84003

Re: Professional Consulting Services to Design the 4800 West Road Improvement Project - Proposal

To whom it may concern,

CMT Technical Services is pleased to submit this proposal to Highland City for the design of the 4800 West Road Improvement Project as described in the Request for Proposals and Addendum 1. We are interested in providing the required services for this project.

CMT has completed many similar projects over the last several years, including roadway design projects for Saratoga Springs, Bluffdale, American Fork, Salem, Cottonwood Heights, and Tooele County. We have read the RFP and agree with all aspects of that document. We will comply with all terms and conditions as indicated in the RFP. We are excited about the opportunity to work with the city. We are confident that CMT can provide a high level of professionalism and quality engineering services.

The project will be managed by Jim Milligan. His contact information is below on the signature line. Other key staff involved on this project are Ryan Betz, PE, lead design engineer; Joe Perrin, PhD, PE, Traffic and ATMS; Faramarz Safazadeh, PhD, PE, pavements and materials; and Mike Withers, PLS, survey. First and second contact backup personnel are as follows:

First: Ryan Betz, PE

Ryan.betz@cmtTechnicalServices.com

801-651-4456

Second: Tim Biel, PE

tim.biel@cmtTechnicalServices.com

801-870-6740

CMT is an affirmative action company and does not discriminate in its employment practices with regard to race, color, religion, age, sex, marital status, political affiliation, national origin, or handicap. We commit to following City and RFP requirements and following the City's lead in managing a thorough and quality project. CMT is a corporation and commits to adhering to all standards and specifications of the City, County, and State. We commit to working closely with the City with respect to permitting, design, and construction management. Attachment A is included in the separate file with the COST PROPOSAL. Attachment B is page two herein. Our Certificate of Insurance is the final page of this document.

I certify that I am authorized to sign this proposal on behalf of CMT Technical Services.

Respectfully,



Jim Milligan, PE
Project Manager
C: 801-702-9663

Jim.milligan@cmtTechnicalServices.com

| Executive Summary

CMT Technical Services respectfully submits this proposal to Highland City for the Professional Consulting Services to Design the 4800 West Road Improvement project. With deep experience in municipal roadway design, multidisciplinary project delivery, and successful coordination with public agencies throughout Utah, CMT is fully prepared to meet the City's expectations for quality, communication, and timely execution.

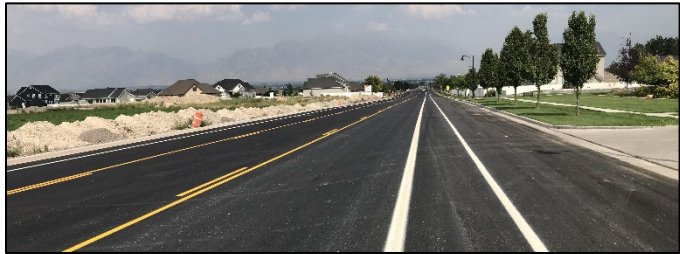


Figure 1 - Saratoga Springs

CMT has delivered numerous transportation infrastructure projects for cities and counties across the state, including Saratoga Springs, American Fork, Bluffdale, Cottonwood Heights, Salem, and Tooele County. The firm's successful performance on these projects – many of which involved roadway widening, multimodal improvements, complex utility coordination, environmental considerations, and accelerated schedules – demonstrates CMT's capability and readiness to deliver the 4800 West Road Improvement design with precision and efficiency.

The project will be led by Jim Milligan, PE, an experienced project manager with more than twenty years of roadway, drainage, and municipal infrastructure design along the Wasatch Front. He will be supported by a seasoned team that includes Ryan Betxz, PE (Lead Design Engineer), Joe Perrin, PhD, PE (Traffic and ATMS), Mike Withers, PLS (Survey), and additional specialists in CADD design, pavements and materials, and traffic engineering. Their combined expertise spans geotechnical investigation, surveying, right-of-way acquisition, pavement design, utilities, traffic analysis, construction management, and stakeholder coordination.

CMT commits to adhering to all City, County, and State standards and will work closely with Highland City staff in permitting, design development, progress reviews, and preparation for construction. Weekly communication, biweekly meetings, and clear points of contact ensure a transparent and responsive collaboration throughout the project's duration.

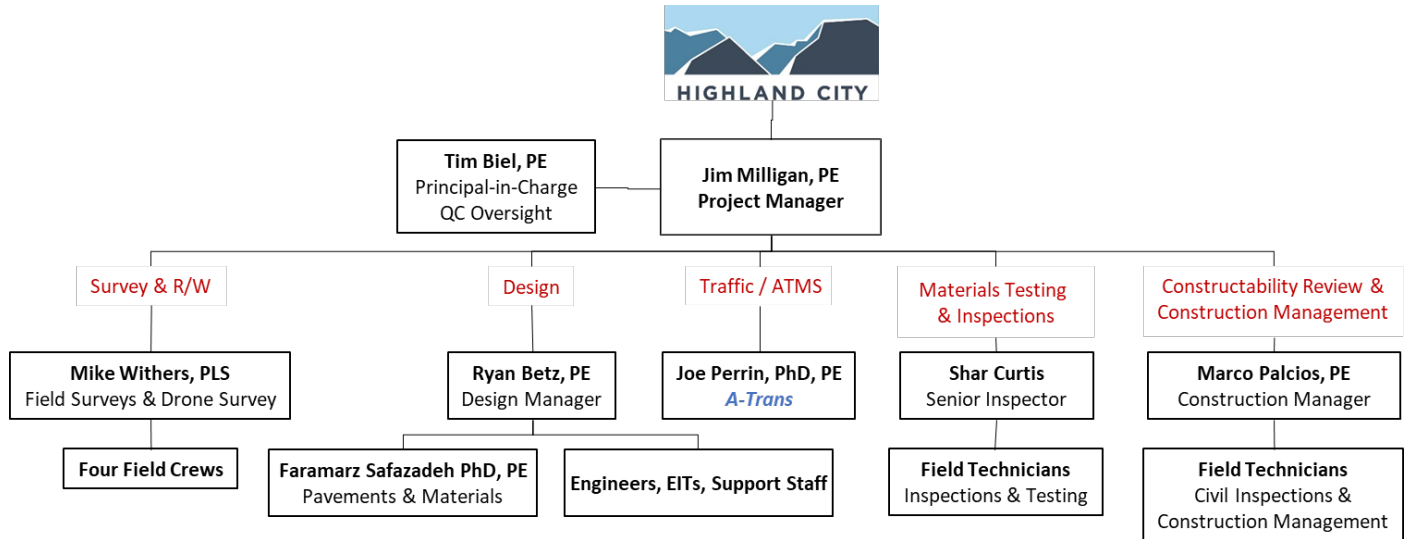
The firm's qualifications extend beyond technical strength. CMT emphasizes internal quality control, cost management, and early identification of critical issues to mitigate risks before they affect schedule or budget. Each project begins with a structured kickoff meeting to establish responsibilities, review available data, understand stakeholder concerns, and define design objectives. This proactive approach has been instrumental in the success of comparable projects, such as Pony Express Connector, 800 West Widening, multimodal improvements in American Fork, and major city and county level upgrades throughout Utah.

CMT's culture encourages continuous professional development, ensuring that personnel maintain cutting-edge skills and industry knowledge. The team assigned to this project is committed to dedicating time and expertise required to meet Highland's deadlines and deliverables. Key staff availability is guaranteed, including Milligan at 50%, Betz at 80%, and CADD support from Mathieu Perron at 50%.

In addition to in-house resources, CMT will partner with A-Trans Transportation Engineering for specialized traffic and ATMS services. A-Trans brings decades of experience in transportation modeling, planning, and multimodal design, further strengthening the project team.

In summary, CMT Technical Services offers a highly qualified, collaborative, and experienced team prepared to execute the design of 4800 West with professionalism, technical quality, and attention to detail that Highland City expects. The firm looks forward to the opportunity to deliver a successful project and support the City's transportation infrastructure goals.

Organizational Chart



Project Experience & Qualifications

CMT Technical Services is a Utah corporation licensed in the State of Utah. We have offices in 5 western states with 305 employees overall and 147 in Utah. This includes 17 licensed professionals in Utah.

All work done for this project will be managed and performed in our office located in Sandy. The CMT civil team is an award-winning design team that will provide the same level of expertise for Highland City. Our team has won design awards from APWA, the Utah Asphalt Pavement Association, and the American Concrete Institute in the last several years.

All CMT personnel working on this project are located at our office in West Valley City:

2796 S Redwood Road
West Valley City UT 84119

What a CMT partnership means to Highland City:

- Our knowledge of municipal roadway design results in minimized project costs.
- All team members work together consistently which results in a tightened schedule.
- Our seamless communication is crucial to complete a successful project.

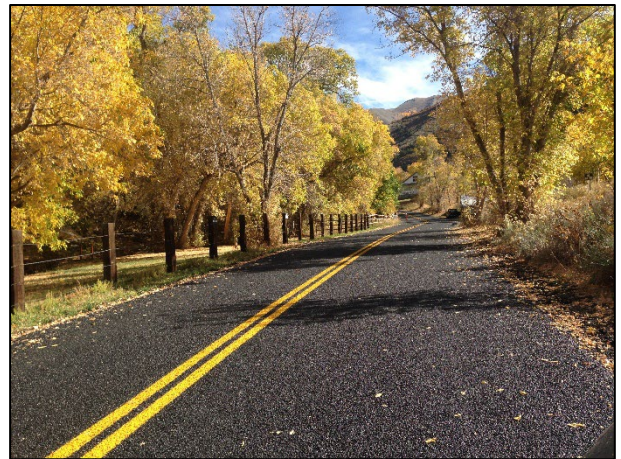


Figure 2- South Mountain Road - Tooele County

NAME/TITLE	COMPANY	CONTACT
Project: Pony Express Connector in Saratoga Springs This project included the survey, design, and construction management of the upgrade of an existing two-lane road to a multiple lane roadway with a new multilane roundabout. Included were Planning, Conceptual Design & Cost Estimates, Final Design, Bidding, and construction administration. Construction was concluded in 2023. Team Involvement: Jim Milligan, Tim Biel, Ryan Betz, Mathieu Perron, Mike Withers, Joe Perrin		
Project: 800 West Street in Saratoga Springs City Conceptual design and Right Of Way acquisition requirements to widen approximately 8,800 feet of an existing three lane road to a five lane road from SR-73 to Pony Express Parkway. CMT provided full-service design for this project (i.e. Survey, Geotechnical Engineering, Pavement Design & Materials, Civil Engineering Design, Environmental, and Construction Management). The CMT team worked efficiently with City staff to coordinate with UDOT, Rocky Mountain Power, the ULDC canal company and others to identify and design key project elements that allowed this project to move directly to construction at an accelerated schedule. The permit submitted in February 2025, reviewed by ULDC and UDOT, approved, and project constructed before the April 2025 deadline. Team Involvement: Tim Biel, Mike Withers		
Project: Market Street & Riverside Drive in Saratoga Springs City Market Street and Riverside Drive was a unique partnering project between the City and SLR. The project was new construction of two separate roads in a relatively complex environment of poor soils, multiple utility tie-ins and offsite utilities, property dedication and acquisition and permitting with numerous agencies. Team Involvement: Tim Biel, Ryan Betz, Mike Withers		
Jeremy Lapin, PE City Engineer	Saratoga Springs City 1307 N Commerce Dr, Saratoga Springs Utah 84045	801.766.9793 jlapin@saratogaspringscity.com
Project: 200 S Multi-Modal Improvements, American Fork City This project was completed in 2024. The project included roadway widening from two lanes to three lanes in places and five lanes in others. Included were a new roundabout, trail, pedestrian underpass, bike lanes, interconnectivity with the UTA rail and bus station, commercial shopping, multi-family and single family residential. Team Involvement: Jim Milligan, Tim Biel, Ryan Betz, Mathieu Perron, Mike Withers, Joe Perrin		
Ben Hunter, PE City Engineer	American Fork City 51 E Main St., American Fork, UT 84003	801-854-5930 bhunter@americanfork.gov
Project: Mormon Trail Road in Tooele County Planning, Conceptual Design & Cost Estimates, Final Design, Bidding, and Construction of road along the western portion of Tooele valley. This collector road project included nearly 7 miles of rehabilitated roadway. We provided geotechnical engineering, pavement design, bidding support and CM. Project was made possible by fast-tracking design and utilizing cement treated base to reduce construction costs and schedule. Team Involvement: Tim Biel, Ryan Betz, Mike Withers		
Project: South Mountain Road in Tooele County, Multiple Phases Planning, Conceptual Design & Cost Estimates, Final Design, Bidding, and Construction of road along the western portion of Tooele valley. This collector road project included nearly 8 miles of new and upgraded roadway, including a new railroad crossing. We provided geotechnical engineering, pavement design, bidding support and construction management. Project included preparation of a number of dedicated plats for ROW. Team Involvement: Tim Biel, Mike Withers		
Jed Bell Tooele County Roads Director	Tooele County 47 South Main Street, Tooele, Utah 84074	801-843-3207 jed.bell@tooeleco.org
Project: Prospector Drive Rehabilitation & Reconstruction, City of Cottonwood Heights Planning, Conceptual Design & Cost Estimates, Final Design, Bidding, and Construction of existing city street. This road project included new and upgraded roadway. We provided design, geotechnical engineering, pavement design, bidding support and construction management. Team Involvement: Jim Milligan, Ryan Betz, Faramarz Safazadeh, Mathieu Perron, Tim Biel, Mike Withers		
Adam Ginsberg, PE Asst. City Engineer	City of Cottonwood Heights 2277 Bengal Blvd, Cottonwood Heights, UT 84121	801-944-7000 adam.ginsberg@cottonwoodheights.utah.gov

Project Team

CMT Technical Services has been providing roadway, pavement, and drainage design and construction assistance for decades. Our team offers extensive experience in these areas that is virtually unmatched within Utah. We are familiar with the project, the site, and its constraints. CMT provides opportunities for our employees to gain additional training.

CMT pays employees to gain training and stay at the forefront of their industries. Each person is allotted a specific number of hours each year and is required to use those hours to better themselves. CMT encourages all employees to attend ongoing training programs and also to join and participate in national and local trade organizations. All personnel are encouraged to attend and be as involved as they choose. All project personnel will be made available to accomplish the 4800 West Road Improvement project on time. This project will be made top priority for this group.



Figure 3- Prospector Drive - Cottonwood Heights City

We commit to making the listed personnel available to the City to make the deadlines a reality. We commit to making Jim Milligan, project manager, at least 40% available, Ryan Betz, lead design engineer, at least 80% utilized and Mathieu Perron, CADD Technician, at least 50% utilized by this West Jordan project.

JIM MILLIGAN, PE (*Project Manager / Senior Engineer*) Our team will be led by Jim. He is an experienced project manager overseeing teams in designing roads and drainage systems with over 20 years' experience in Utah. He has recently completed or is working on similar projects for several municipal organizations in Utah including the Confederated Tribes of the Goshute Reservation, Cottonwood Heights, Saratoga Springs, American Fork, North Salt Lake, and Bluffdale City. He excels leading in a team environment as he understands the importance of project team collaboration and communication, project budgeting, and regulatory compliance. Jim has extensive municipal design, and stakeholder experience along the Wasatch Front. His expertise includes roadway, pedestrian, utilities, right-of-way, and public involvement work.



- B.S. Civil Engineering, Utah State University
- Professional Engineer: State of Utah License No. 4939908-2202
- **50% Available**

TIM BIEL, PE (*Principal & Quality Assurance*) has 30 years of experience in both roadway and pavement design and construction management roles. He will act as the principal-in-charge and oversee Quality Assurance. He has had consistent engineering experience throughout Utah providing quality assurance and quality control services. He has represented several city engineering offices for local Utah cities, and other government entities overseeing major highway to rural roadway projects from Logan to St. George. He previously was the pavements and materials engineer for UDOT Region 2 and studied and managed



the design of pavements and base materials for Region 2. He has over 20 years of direct experience with QC/QA concepts on small projects through large Design Build projects.

- B.S. Civil Engineering, University of Illinois
- M.S. Civil Engineering, University of Utah
- Professional Engineer: State of Utah License No. 320546-2202
- **15% Available**

RYAN BETZ, PE (*Design Lead & PS&E*) will work with Jim Milligan on civil design tasks. Ryan has worked with CMT for several years and has worked on numerous transportation design projects. He has worked as the lead design engineer on numerous recent transportation projects with this select design team including Jim, Tim, Faramarz, and Mike. His responsibilities will include working closely with Jim to develop the PS&E documents for review by the city. He will work in conjunction with the surveyors, engineers, and others to bring all aspects of the design together in a high-quality and understandable design document.



- B.S. Civil Engineering, University of Utah
- Professional Engineer: State of Utah License No. 12080518-2202
- **75% Available**

FARAMARZ SAFAZADEH, PhD, PE (*Pavements and Materials*) is a civil engineer specializing in pavement design and analysis. He has several years of experience in engineering documentation. He earned his PhD in the design and applications of materials and asphalt. We believe in the importance of proper materials for a durable and long-lasting project. Faramarz is a crucial part of the process of analyzing current site materials and developing a pavement design which will contribute to the quality the city expects.



- B.S. Civil Engineering Isfahan University of Technology, Iran
- M.S. Road and Transportation Engineering, Sharif University of Technology, Iran
- Ph.D. University of Utah
- Professional Engineer: State of Utah License No. 12755681-2202
- **40% Available**

MATHIEU PERRON, EIT (*Sr. Civil Designer*) is an experienced civil designer. He has been with CMT for nearly 5 years. He graduated from the University of Utah with his civil engineering degree 5 years ago. Mathieu will work closely with Jim and Ryan on the civil design elements of the project. He has previously worked on the CADD design for numerous roadway projects for Cottonwood Heights, American Fork, and Saratoga Springs.



- B.S. Civil Engineering, University of Utah
- **50% Available**

MIKE WITHERS, PLS (*Survey Manager*) Mike is the manager of CMT's survey department. He has over 20 years of experience in survey tasks in Utah. He is also a licensed drone pilot. Mike will oversee all survey and data collection tasks related to this project. He is experienced in traditional and cutting-edge survey methods. We survey our projects with traditional total station procedures as well as drone technology so that we can "go-back" to the drone data if needed to survey additional features.



Our survey group consists of four full-time survey crews along with numerous right-of-way specialists, licensed surveyors, and support staff.

- A.A.S. Surveying Technology, Salt Lake Community College
- Professional Land Surveyor: State of Utah No. 7377758
- **25% Available**

A-TRANS TRANSPORTATION ENGINEERING – Traffic & ATMS (subconsultant)

A-Trans specializes in providing transportation planning and traffic engineering services to clients in the public and private sectors. Importance is placed on developing creative, cost-effective, and technically sound solutions to planning and design problems associated with all modes of transportation. A-Trans Engineering specializes in urban and rural city planning and operational analysis where multi-modal transportation is considered including pedestrian, parking, access, bicycles as well as the vehicle element are considered.

JOE PERRIN, PE, PHD, PTOE has 30 years' experience in transportation research, design, and operations. His experience includes extensive experience in transportation planning and modeling and safety planning and evaluations. Dr. Perrin, principal engineer at A-Trans, is a leader in developing design guidelines for combined roundabout and light rail operations.



Team Expertise

Attention to the numerous issues and focuses contribute to the overall quality of a project. The following directly contribute to the success and quality of a CMT-managed project.

Communication & Collaboration - It is our **policy to communicate at least weekly with our clients** to make sure we are proceeding on the right path, finding out about changes and/or challenges as quickly as possible, and keeping the City informed on our progress. We will attend a kickoff meeting prior to commencing work on the project. During this meeting we will share contact information and discuss roles, responsibilities, schedule, design requirements, objectives, and key concerns that will need to be addressed. We will also obtain available West Jordan City information and pertinent data for the project. We will continue to hold meetings on a biweekly basis or as needed throughout the project's duration.



Figure 4 - Tooele County

We have **abundant experience working with multiple agencies and stakeholders**. For example, we worked with American Fork (owner), Lehi, UTA, UPRR, Utah DDW, CUWCD (water), TSSD (sewer), and all the private utility companies (RMP, Xfinity, CenturyLink, Utopia, and Dominion) on our 200 South roadway project in American Fork. Based on this and many other similar projects, we understand the importance of good communication. We are dedicated to communicate regularly with City personnel and all the stakeholders involved with this project by inviting them to our biweekly meetings and including them in our weekly phone call and email discussions.

Quality Focus - As a part of initial meetings with the city and our internal project kickoff meeting, we seek to identify crucial elements of the project related to **quality and consistency**. These quality-related items always include communication, standards, and any items listed by the city as requiring attention. Any items relating to quality and consistency are continually addressed in all progress meetings. These items include review processes, schedule, budgets, and deadlines.

Internal Cost Controls - CMT requires project managers to educate all project personnel regarding project budgets at the beginning of each project. This encourages personnel to feel ownership in the project and understand budgetary constraints. Project managers also are required to **review project budgets weekly** and compare budgets to work completed.

Critical Issue Identification - Included in our initial meetings with the city and our internal project kickoff meetings, we will **identify and discuss any potential critical issues**. Critical issues include any aspects of the project which could result in negative impacts on quality, schedule, budget, project milestones, or construction efforts. These issues are discussed in each project meeting to ensure that proper efforts are employed to solve or mitigate these issues.

The **Critical Issue Process** requires project personnel to become familiar with the potential issues identified. This enables us to keep potential solutions in mind as the project progresses, particularly in the early stages. **Our unparalleled experience will prove to be vital in successfully handling each of the project's challenges.**

Work Plan

4800 West Roadway Improvement Project - Highland, UT PROJECT SCOPE and WORK PLAN	
SCOPE OF WORK	WORK PLAN
Task 1: Project Coordination and Meetings	
DELIVERABLES	Project Meeting Minutes & Notes for; Kickoff Meeting, Regular Coordination Meetings, Site Visit.
Kickoff Meeting (12/1/25)	Meet with City staff and project team to discuss the project scope, schedule, and milestones. We will include a discussion of the site constraints and any issues we have identified as being potentially problematic.
Project Team Meetings	Attend regular team meetings with City public works and engineering staff. Prepare project coordination meeting agenda and meeting minutes. Assume twelve (12) meetings, every two weeks (12/1/23 thru 2/1/24) and monthly thereafter (thru April 1, 2026)
Site Visit	Visit the site to review the existing conditions for preparation of conceptual design(s).
Coordination (UDOT)	Meetings with UDOT Region 3 to coordinate intersections with State Highway Assume four (4) meetings
Task 2: Planning and Concept Design (10%)	
DELIVERABLES Dates: 1/15/26 to City Staff	Concept-level preliminary (10% level) designs and details for the roadway improvements.
Survey	Complete a right of way and topographic survey using traditional survey methods as well as drone survey technology. Drone survey technology allows for the quick acquisition of data with a high point density that will allow us to “go back” to the survey to acquire additional detail without actually going back into the field, thus saving time and money. We will assemble this data into a single AutoCAD (Civil 3D) base file.
Proposed Roadway Alignment	Prepare proposed alternative roadway alignments (both horizontal and vertical), signing, and striping plans for evaluation by City staff
Task 3: Preliminary Design (60%)	
DELIVERABLES Dates: 3/1/26 to City Staff	ROW documents, Utility Contact list and Level D existing subsurface utilities drawings, 60% Design Plans
Geotechnical Study	It is assumed that standard City street pavement sections will be used for this project and a geotechnical investigation report will not required. In the event that a Geotechnical study is requested by the City CMT could add that to the project scope through an Additional Services Request (ASR).
Utility Research	Identify and coordinate with all utility companies to summarize existing utilities within the project limits. Identify existing sub-surface utilities by review of available records. Detailed field investigation of existing sub-surface utilities is not required at this time. Incorporate the utility information into the designs and identify any utility conflicts. Provide preliminary design and Engineer's opinion of probable cost for the relocation of utilities that are in conflict with any work within the work areas.
Proposed Roadway Alignment	Prepare proposed alternative roadway alignments (both horizontal and vertical) for evaluation by City staff
Right-Of-Way (R/W) Documents	Prepare R/W legal descriptions and acquisition/easement documents for required R/W acquisition based on 60% plans.
Drainage analysis	Collect existing and future hydrology information within the immediate area of the proposed roadway improvements. Provide an analysis of the collected information. Determine existing and future drainage patterns around the road.
Signage & Striping Plan	Preliminary Roadway Signage and Striping Plans
Grading and Drainage Plan	Preliminary Grading and Drainage Improvement plans.
Construction Cost Estimate	Engineers estimate of probable costs for construction.
Signal Design (Sub-Consultant, ATRANS)	Prepare traffic signal design for 4800 West and SR-92. It is assumed that with the skew of the crosswalks and the age of the traffic signal a full traffic signal re-construction will be required. Traffic signal design will be based on 2026 UDOT standards. Sub-Consultant Fee + 15 % (Note: Sub-Consultant Breakdown Available Upon Request)

Task 4: Final Design	
DELIVERABLES Dates: 5/1/26 to City Staff	Roadway design in CAD and PDF Format (typical sections, horizontal control sheet, roadway signage and striping plan, grading and drainage plans, utility plans, and all other improvement plans identified during the design process), Technical Provisions (City Standard Special Provisions and/or APWA for each bid item), Construction Cost Estimates, Project development summary document
Horizontal Control Sheet	Include title, project name and number, description of project, locations, sheet index, and horizontal and vertical control information.
Key Notes	Standard Legend and Key Notes Sheet.
General Notes Sheet	Detailing the construction, equipment, signing, utilities, environmental notes, and any additional specifications.
Summary Tables	Summary of quantities and tabulation of data.
Demolition Plan	Demolition and Removals Sheet
Sections and Details	Typical section and detail sheets
Signage & Striping Plan	Roadway Signage and Striping Plans
Grading and Drainage Plan	Grading and Drainage Improvement plans.
Construction Cost Estimate	Engineers estimate of probable costs for construction.
Project Development Summary	Prepare project development summary document.
Technical Provisions	City Standard Special Provisions and/or APWA for each bid item. Prepare bid schedule (00 43 00) form. Note: Remainder of "boiler plate" to be provided by City personnel.
Project Bidding Assistance	Prepare agenda and attend pre-bid meeting for construction. Answer Contractor questions during the bidding process. Prepare addenda as needed. Review bids and prepare bid summary and recommendation for City evaluation.
Task 5: Construction Management	
DELIVERABLES (Schedule TBD by Contractor)	Review and address; Material Submittals, Shop Drawing Submittals, Request for Information (RFI), Change Order Request, and Pay Request.
Engineering Oversight	Provide Engineering oversight for the project based on the following assumptions: 20 Hours per Week for 90 day (13 week) construction schedule.
Submittals & RFI	Review of contractors' material submittals for construction and answer Request For Information (RFI) from Contractor.
Task 6: Inspection and Materials Testing	
DELIVERABLES (Schedule TBD by Contractor)	Inspection Reports and Materials Testing Results
Inspection	Provide construction inspection for the project. This task is subject to change based upon final construction plans and Contractor schedule. Our estimated fee is based on a 90 day construction schedule with the following construction inspection hours: Regular Inspection: 70 days x \$1155/day = \$80,850 and Overtime Inspection: 20 days x \$1650/day = \$33,000 TOTAL = \$113,850
Materials Testing	Provide materials testing based on final approved project plans and per CMT materials testing rates. Estimated fee is based on our experience with similar projects.
Task 7: Construction Surveying	
DELIVERABLES (Schedule TBD by Contractor)	Construction Survey
Construction Survey	Provide construction survey staking for the project. This task is subject to change based upon final construction plans and Contractor schedule. Our estimated fee is based on a 90 day construction schedule with the following construction staking hours: 480 W SR-92 Intersection Improvements = 40 hours, 1.5 Miles of 10-ft Multi-use Path = 40 hours, Various Intersection Improvements = 80 hours.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/31/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lovitt & Touché A Marsh and McLennan Agency, LLC 8605 E. Raintree Drive, Suite 200 Scottsdale AZ 85260	CONTACT NAME: Jasmine Loesch PHONE (A/C, No, Ext): 602-792-2329 FAX (A/C, No): E-MAIL ADDRESS: jasmine.loesch@marshmma.com
INSURED CMT Group Holdings, LP See Named Insured Schedule 2796 S Redwood Rd Salt Lake City UT 84119	INSURER(S) AFFORDING COVERAGE INSURER A: Pacific Insurance Company, Limited INSURER B: The Continental Insurance Company INSURER C: Valley Forge Insurance Company INSURER D: National Fire Insurance Co of Hartford INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2086653247**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	7036155738	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	7036155724	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ OCCUR CLAIMS-MADE	Y	Y	7036193941	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	Y	WC7063579913	12/31/2024	12/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability Retention: \$50k Per Claim			13OH042356624	12/31/2024	12/31/2025	Per Claim \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The above-indicated Additional Insured and Waiver of Subrogation (WOS) are provided with respects to General Liability, Automobile Liability, Workers' Compensation (WOS only) when required in a written and executed contract. Such coverage afforded by these policies for the benefit of the additional insured(s) is primary and any other coverage maintained by such additional insured(s) shall be primary and non-contributory when required in a written and executed contract. Products and Completed Operations included in General Aggregate limits. Excess Follow Form applies. Professional Liability Retro Date 7/18/1992

Excess Liability Policy - \$5M XS \$5M: Insurance Company: Travelers Property Casualty Company of America/ Policy #: EXA739504624NF/ Policy Term: 12/31/24 - 12/31/25/ Aggregate Limit: \$5,000,000/ Excess of underlying Umbrella policy # 7036193941
See Attached...

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dennis M. Tsongis

© 1988-2015 ACORD CORPORATION. All rights reserved.

PROPOSAL RESPONSE FORM

In order to receive consideration, submitted proposals must contain responses to all questions.
Failure to respond to all questions may result in disqualification of the proposal.

COMPANY NAME & ADDRESS: CMT Technical Services
2796 S Redwood Rd, West Valley City UT 84119

Is this an Office: X, Home: _____, Shop: _____, Other: _____
Telephone Number: (801) 908-5859, Emergency Number: () Same
Answering Machine: () Same, Fax Number: () _____
Email Address: jim.milligan@cmttechnicalservices.com

COMPANY OWNER:

COMPANY PRESIDENT: John Merrill

CONTACT PERSON: Jim Milligan

Phone: 801-702-9663

Type of Company (Partnership, Corporation, Venture etc.):
Corporation

If a Corporation, in what State Incorporated: Delaware

Business License Number: West Valley City business license 153698

State of Utah Professional License Type(s) and License Number(s)

State of Utah entity # 12742073-0151

Jim Milligan - Professional Engineer: State of Utah License No. 4939908-2202

Mike Withers Professional Land Surveyor #7377758

Federal Tax Identification Number: 20-2112556

How long has this company been in business: 48 Years, and _____ Months.

Officers authorized to execute contracts:

Douglas Perkins, John Merrill, Bart Larsen, Brenton Ing

What would happen to your company in the event of the owner's absence or death?

The Executive Committee has authority to continue in his absence.

Brief History of the Company: _____

CMT began operations in 1978 as a materials testing company and experienced growth over the coming years. In the early 2000s, we began to expand into other states and also expand into other services, including geotechnical engineering, civil engineering, and survey services.

Are there any judgements, suits or claims pending against your company? If Yes, attach a written explanation. ☐ YES ☒ NO

Has your company operated under any other name (s)? ☒ YES ☐ NO
If Yes, attach a written explanation.

FINANCIAL REFERENCES (these may be checked)

1. Bank Name & Address CIBC Bank
120 South LaSalle, Chicago, IL 60603

Manager _____ Phone 312 564 6800

2. Bank Name & Address Cache Valley Bank
101 N. Main St. Logan, UT 84321

Manager _____ Phone 435 753 3020

3. Other _____

Manager _____ Phone _____

PROJECT REFERENCES

1. Name: Saratoga Springs City, Contact: Jeremy Lapin, PE
Address: 1307 N Commerce Dr, Saratoga Springs Utah 84045, Phone: 801-766-9793
Multiple Projects: Pony Express Connector, 800 West Street, Market Street & Riverside Drive

2. Name: American Fork City, Contact: Ben Hunter, PE
Address: 51 E Main St., American Fork, UT 84003, Phone: 801-854-5930
200 S Multi-Modal Improvements

3. Name: Tooele County, Contact: Jed Bell
Address: 47 South Main Street, Tooele, Utah 84074, Phone: 801-843-3207
Multiple Projects: Mormon Trail Road, Village Blvd, South Mountain Road

4. Name: Cottonwood Heights City, Contact: Adam Ginsberg, PE
Address: 2277 Bengal Blvd, Cottonwood Heights, UT 84121, Phone: 801-944-7000

5. Name: _____, Contact: _____
Address: _____, Phone: _____

SCOPE OF PROFESSIONAL WORK PERFORMED ON THE ABOVE PROJECTS

Survey services, civil design & engineering, some projects: geotechnical engineering & construction management

PRICE PROPOSAL

I hereby propose to provide the Professional Consulting Services described in the Request for Proposals, and my response thereto, for a professional fee of:

Design	\$ 172,200.00
Construction Management	\$ 43,800.00
Inspection/ Materials Testing	\$ 113,850.00
Construction Surveying	\$ 27,200.00

(Each proposer must also ATTACH A PROPOSED PAYMENT SCHEDULE for the work which will be performed. This will be used as the basis for determining a mutually agreed upon payment schedule to be included in any contract resulting here from.)

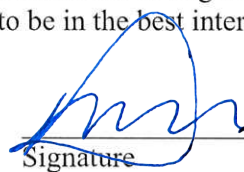
COMPLETION DATE

Please list the date by which you will complete the project: Final Design: 5/1/2026

CERTIFICATION

I hereby certify that I have read, understand, and agree to all sections and attachments of the Request for Proposals for Professional Consulting Services for the 4800 West Improvement Project from SR-72 to Alpine City Main Street. I further certify that the information submitted by me/my company in response to the Request for Proposals is true and accurate.

I understand that Highland City has the right to reject any or all proposals, to waive minor irregularities when to do so would be in the best interests of Highland City, and to negotiate a price for the proposed services as determined to be in the best interest of Highland City.


Signature

Douglas Perkins, Corp Procurement Manager

Title

4800 West Roadway Improvement Project - Highland, UT Estimated Fee Schedule			11/13/2025
SCOPE OF WORK	DELIVERABLES	Total	
Task 1: Project Coordination and Meetings		Sub-Total	
DELIVERABLES Dates: Throughout Project	Project Meeting Minutes & Notes for; Kickoff Meeting, Regular Coordination Meetings,Site Visit.		
Task 1 Sub-Total (Cost)		\$13,680	
Task 2: Planning and Concept Design (10%)			
DELIVERABLES Dates: 1/15/26 to City Staff	Concept-level preliminary (10% level) designs and details for the roadway improvements.		
Task 2 Sub-Total (Cost)		\$21,680	
Task 3: Preliminary Design (60%)			
DELIVERABLES Dates: 3/1/26 to City Staff	ROW documents, Utility Contact list and Level D existing subsurface utilities drawings, 60% Design Plans		
Task 3 Sub-Total (Cost)		\$91,500	
Task 4: Final Design			
DELIVERABLES Dates: 5/1/26 to City Staff	Roadway design in CAD and PDF Format (typical sections, horizontal control sheet, roadway signage and striping plan, grading and drainage plans, utility plans, and all other improvement plans identified during the design process), Technical Provisions (City Standard Special Provisions and/or APWA for each bid item), Construction Cost Estimates, Project development summary document		
Task 4 Sub-Total (Cost)		\$45,200	
Task 5: Construction Management			
DELIVERABLES (Schedule TBD by Contractor)	Review and address; Material Submittals, Shop Drawing Submittals, Request for Information (RFI), Change Order Request, and Pay Request.		
Task 5 Sub-Total (Cost)		\$43,800	
Task 6: Materials Testing			
DELIVERABLES (Schedule TBD by Contractor)	Inspection Reports and Materials Testing Results		
Task 6 Sub-Total (Cost)		\$113,850	
Task 7: Construction Surveying			
DELIVERABLES (Schedule TBD by Contractor)	Construction Survey		
Task 7 Sub-Total (Cost)		\$27,200	
		Total Cost	\$356,910



HIGHLAND CITY

PROFESSIONAL CONSULTING SERVICES TO DESIGN THE 4800 WEST ROAD IMPROVEMENT PROJECT

11/13/2025

TABLE OF CONTENTS

1	TRANSMITAL LETTER	3
2	ATTACHMENT A	4
	PROPOSED PAYMENT SCHEDULE	7
3	ATTACHMENT B	8
4	INSURANCE & WORKERS COMP	9
5	PROPOSAL	11
	ORGANIZATION & PROJECT TEAM	11
	QUALIFICATIONS	15
	WORK PLAN	32



November 13, 2025

HIGHLAND CITY

5400 Civic Center Drive, Suite 100
Highland, Utah 84003

Re: Professional Consulting Services to Design the 4800 West Road Improvement Project

Dear Chris and Selection Committee,

METHODS Consulting is excited and grateful for the opportunity to submit this RFP to design the 4800 West Road Improvement Project (project). While we are a new firm, we have an experienced team with the design expertise on multi-use paths on urban corridors, improving signalized intersections, and identifying and implementing safety improvements. We are a full-service civil engineering consulting firm that provides comprehensive services: environmental, public involvement, planning, surveying, right-of-way, engineering studies, final design, construction management, and materials testing.

Our team is committed to providing the highest-quality services to Highland City, Alpine City, and UDOT.

METHODS personnel have maintained our relationships with municipal agencies while continually completing successful projects that enhance the quality of life and safety in our local communities. We have met and will continue to meet the high standards for quality design and safety for each project we participate in; our team has gained a strong reputation for completing projects on time and within budget.

METHODS combines the expertise found in larger companies with the responsiveness and dedication of a small business. Highland City, Alpine City, and UDOT can expect the following from METHODS:

An experienced project manager who has led multi-disciplinary teams to finalize the design and advertise similar projects

A strong team of specialized engineers who have a thorough knowledge of the 4800 West (North County Boulevard)

We intend to participate in the contract and comply with all terms and conditions as indicated in the RFP. METHODS is an S-Corporation registered in Utah. METHODS does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.

If you have any questions about our qualifications or proposal, please feel free to contact Gary Horton (who is an authorized representative of METHODS Consulting and can contractually bind our company). We appreciate your time and consideration of our team for this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Horton", written over a light blue horizontal line.

GARY HORTON, SE | Project Manager/Owner

☎ 801-879-8134

✉ gary.horton@methodsconsulting.com

JEREMY SEARLE | Owner

☎ 801-669-7345

✉ jeremy.searle@methodsconsulting.com

PROPOSAL RESPONSE FORM

In order to receive consideration, submitted proposals must contain responses to all questions.
Failure to respond to all questions may result in disqualification of the proposal.

COMPANY NAME & ADDRESS: METHODS Consulting
2223 S Highland Dr #E6 327
Salt Lake City, UT 84106-3672

Is this an Office: X, Home: _____, Shop: _____, Other: _____
 Telephone Number: (801) 341-9020, Emergency Number: (____) _____
 Answering Machine: (____) _____, Fax Number: (____) _____
 Email Address: gary.horton@methodsconsulting.com

COMPANY OWNER:

Dan Young

COMPANY PRESIDENT: Dan Young

CONTACT PERSON: Gary Horton

Phone: 801-341-9020

Type of Company (Partnership, Corporation, Venture etc.):

S-Corp

If a Corporation, in what State Incorporated: Utah

Business License Number:

#5950

State of Utah Professional License Type(s) and License Number(s)

Professional Engineers (PE)

Federal Tax Identification Number:

33-4624134

How long has this company been in business: 0 Years, and 7 Months.

Officers authorized to execute contracts:

Gary Horton, Jermy Searle, Dan Young, Ryan Nuesmeyer

What would happen to your company in the event of the owner's absence or death?

Dan Young would take the lead on this project

Brief History of the Company: At the time of this proposal, nearly all of METHODS employees are part-time employees of both METHODS and WCG (a separate firm). Most of our METHODS employees were formerly employed with WCG (before joining METHODS) and are committed to completing existing WCG contracts to ensure all those projects are successfully completed and delivered before fully transitioning to METHODS. Over the coming months (as WCG projects are completed), METHODS staff will be individually transitioning to full-time employment with METHODS; it is anticipated that all 72 employees will be full-time with METHODS.

Are there any judgements, suits or claims pending against your company? If Yes, attach a written explanation. ☐ YES ☒ NO

Has your company operated under any other name (s)? ☐ YES ☒ NO
 If Yes, attach a written explanation.

FINANCIAL REFERENCES (these may be checked)

1. Bank Name & Address Mountain America Credit Union
9800 South Monroe Street
Sandy, UT 84070

Manager Tyler Meredith Phone 385-441-0357

2. Bank Name & Address _____

Manager _____ Phone _____

3. Other _____

Manager _____ Phone _____

PROJECT REFERENCES

1. Name: TAYLOR NIELSON, Contact: OGDEN CITY

Address: 2549 Washington Blvd, Phone: 801-629-8983
Ste 240
Ogden, UT 84401

2. Name: JOHN COYLE, Contact: SALT LAKE CITY

Address: 349 South 200 East, Phone: 801-535-6241
#600
Salt Lake City, UT 84111

3. Name: MIKE KENDALL, Contact: SUMMIT COUNTY

Address: 60 North Main Street, Phone: 435-336-312
#9809
Coalville, UT 84017

4. Name: JOHN ROBERTSON, Contact: PARK CITY

Address: 445 Marsac Ave, Phone: 385-215-5322
Park City, UT 84060

5. Name: JOHN MILLER, Contact: MILLCREEK CITY

Address: 1330 East Chambers Avenue, Phone: 801-214-2719
Millcreek, UT 84106

SCOPE OF PROFESSIONAL WORK PERFORMED ON THE ABOVE PROJECTS

Design of roadway, intersections, hydraulic analysis, traffic engineering, survey, right-of-way, drainage, utility design, traffic signal design, public involvement, construction management, and materials testing.

PRICE PROPOSAL

I hereby propose to provide the Professional Consulting Services described in the Request for Proposals, and my response thereto, for a professional fee of: ***This fee schedule is based on the assumptions in our written proposal and as best understood in accordance with the RFP***

Design	\$ <u>239,420</u>
Construction Management	\$ <u>41,780</u>
Inspection/ Materials Testing	\$ <u>212,210</u>
Construction Surveying	\$ <u>12,200</u>

(Each proposer must also ATTACH A PROPOSED PAYMENT SCHEDULE for the work which will be performed. This will be used as the basis for determining a mutually agreed upon payment schedule to be included in any contract resulting here from.)

COMPLETION DATE

Please list the date by which you will complete the project: **Design April 1, 2026**

(Based on the assumptions in our proposal. Construction management would end 30-days from the time the contractor finishes construction)

CERTIFICATION

I hereby certify that I have read, understand, and agree to all sections and attachments of the Request for Proposals for Professional Consulting Services for the 4800 West Improvement Project from SR-72 to Alpine City Main Street. I further certify that the information submitted by me/my company in response to the Request for Proposals is true and accurate.

I understand that Highland City has the right to reject any or all proposals, to waive minor irregularities when to do so would be in the best interests of Highland City, and to negotiate a price for the proposed services as determined to be in the best interest of Highland City.

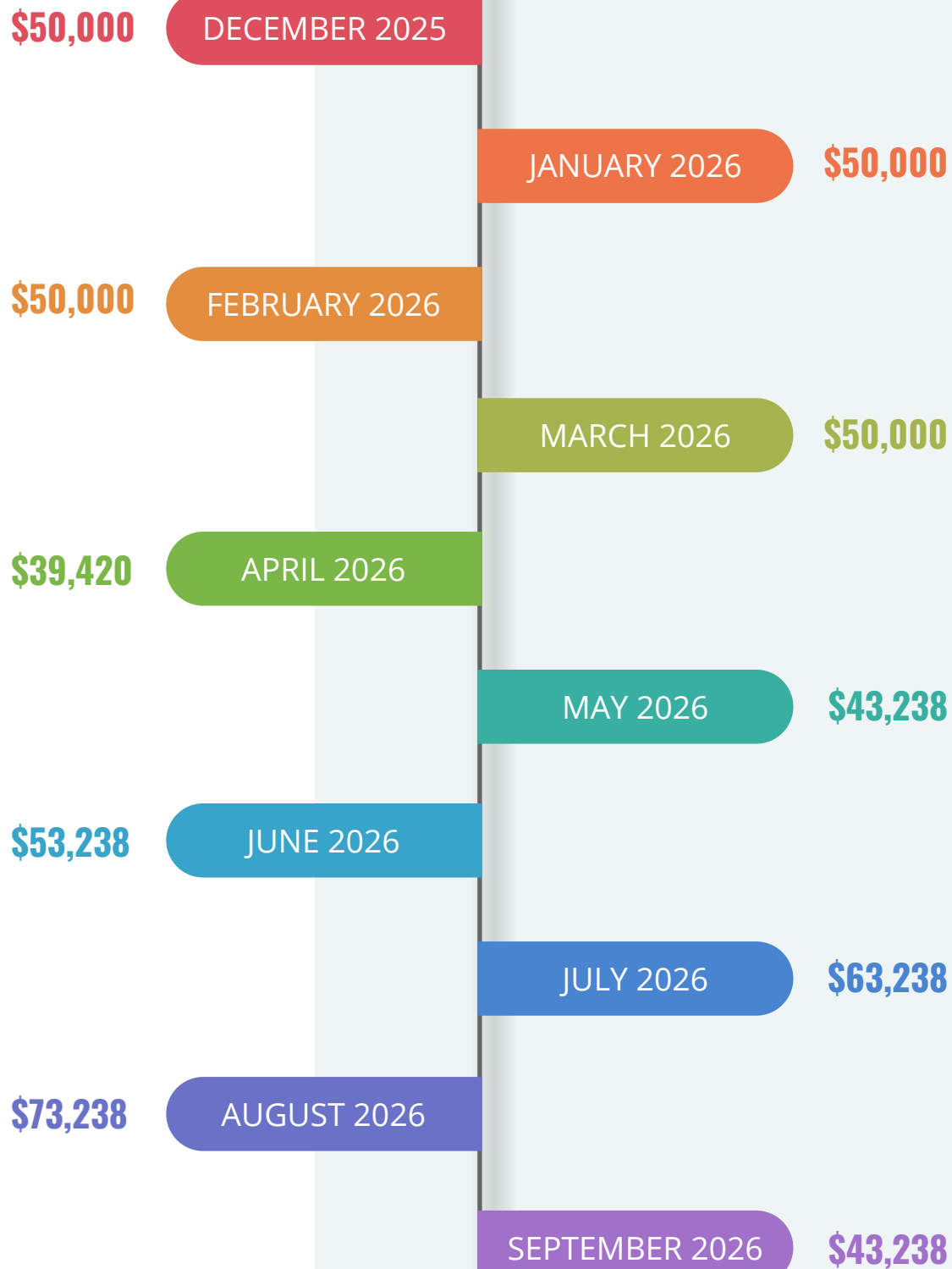


Signature

Project Manager & Owner

Title


1. PROPOSED PAYMENT SCHEDULE



STATE OF UTAH) Request for Proposals for the
)SS 4800 West Road Improvement Project
COUNTY OF UTAH)

Title: PM & Owner

Seal



JORDYNNE FABER
Notary Public - State of Utah
Comm. No. 743568
My Commission Expires on
Jun 10, 2029



METHCON-01

JMARROTT

CERTIFICATE OF LIABILITY INSURANCE
 DATE (MM/DD/YYYY)
10/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Insurance & Investment Corp. 448 South 400 East Salt Lake City, UT 84111		CONTACT NAME: Kristina Snow PHONE (A/C, No, Ext): (801) 364-3434 FAX (A/C, No): (801) 355-5234 E-MAIL ADDRESS: kristina.snow@american-ins.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Property and Casualty Insurance Company of Hartford	
		INSURER B: Sentinel Insurance Co Ltd	
		INSURER C: XL Specialty Insurance Company	
		INSURER D:	
		INSURER E:	
		INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			34SBWBS8C8V	5/23/2025	5/23/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			34SBWBS8C8V	5/23/2025	5/23/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			34SBWBS8C8V	5/23/2025	5/23/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	34WEGBS8CF0	5/23/2025	5/23/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Prof Liability			DPS5044195	5/23/2025	5/23/2026	Each Claim 3,000,000
C	Retro Date: 5/23/25			DPS5044195	5/23/2025	5/23/2026	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Highland City 5400 Civic Center Drive, Suite 100 Highland, UT 84003	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD



METHCON-01

JMARROTT

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 10/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER American Insurance & Investment Corp. 448 South 400 East Salt Lake City, UT 84111		CONTACT NAME: Kristina Snow PHONE (A/C, No, Ext): (801) 364-3434 FAX (A/C, No): (801) 355-5234 E-MAIL ADDRESS: kristina.snow@american-ins.com	
		INSURER(S) AFFORDING COVERAGE NAIC #	
		INSURER A: Property and Casualty Insurance Company of Hartford 34690	
		INSURER B: Sentinel Insurance Co Ltd 11000	
		INSURER C: XL Specialty Insurance Company 37885	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			34SBWBS8C8V	5/23/2025	5/23/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			34SBWBS8C8V	5/23/2025	5/23/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			34SBWBS8C8V	5/23/2025	5/23/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			34WEGBS8CF0	5/23/2025	5/23/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Prof Liability			DPS5044195	5/23/2025	5/23/2026	Each Claim 3,000,000
C	Retro Date: 5/23/25			DPS5044195	5/23/2025	5/23/2026	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

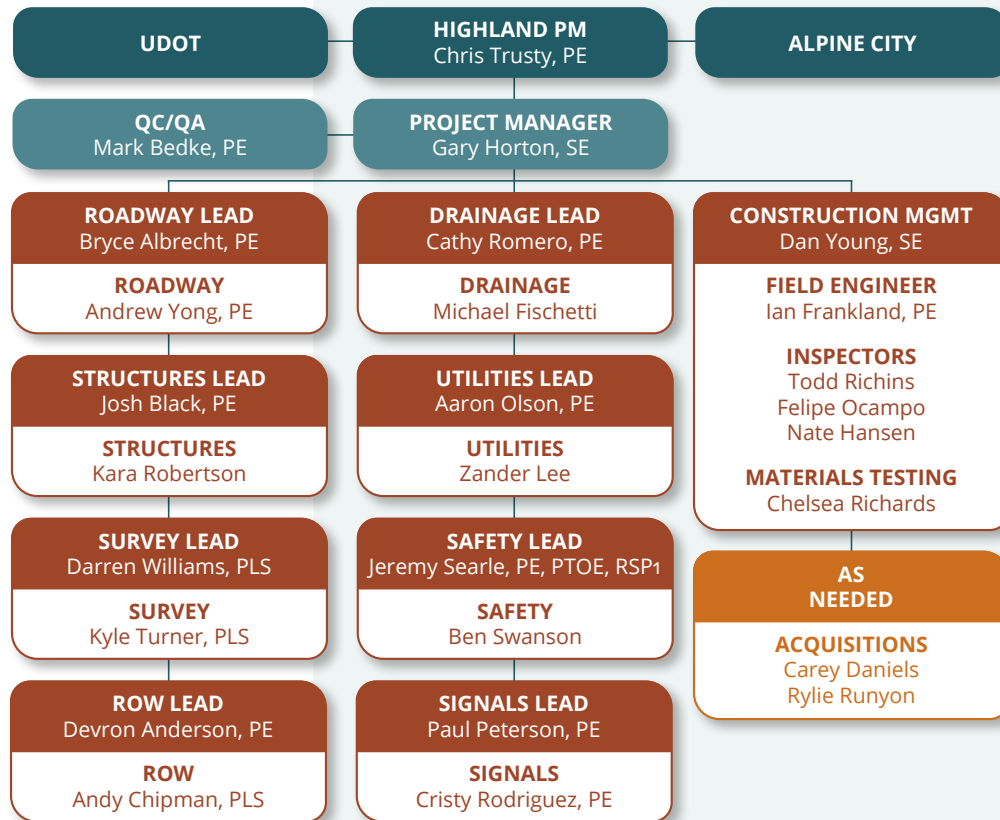
CERTIFICATE HOLDER Alpine City 20 North Main Alpine, UT 84004	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

1. ORGANIZATION & PROJECT TEAM



PROJECT MANAGER

Gary Horton, SE

29 Yrs Exp.

- 2000 East Roadway Improvements
- Silver Creek to Bitner Connector
- SR-224 BRT
- Silver Summit Interchange

Gary has experience designing and managing more than 350 transportation improvement projects, including widening street improvement projects similar to the 4800 West project. As the project manager, on the 2000 East from Parleys Way to 2800 South improvement project for Salt Lake City, Gary led his team to analyze traffic operations that evaluated the opportunity to add bike lanes and improve traffic operations while minimizing impacts to adjacent parcels. Gary also managed the preparation of the environmental document, design of roadway improvements, drainage infrastructure, water and sewer upgrades, protection of private utilities, roundabout design, traffic signal design, and landscape enhancements. Gary also coordinated public outreach, right-of-way documents, and the project advertisement.

Gary also worked with Summit County and

managed the design of the construction of 1.5 miles of Silver Creek to Bitner that widened existing roadway with intersection improvements and a separated multi-use trail. The final roadway included a 40-foot pavement width with curb and gutter and a six-foot sidewalk on each side. The project included survey, environmental clearance, public involvement, ROW design and acquisition, drainage and irrigation improvements, sewer line design, private utility coordination, retaining walls, erosion control design, and structure improvements. Our team designed three roundabouts for the project and worked through extensive driveway design and access challenges associated with the roadway widening. The project also included coordination with UDOT as a portion of the widening ties into the Silver Creek and US-40 interchange.

Gary's skills and experience in management, team building, and communication will ensure the project is delivered on schedule and within budget.

1. ORGANIZATION & PROJECT TEAM



ROADWAY LEAD

Bryce Albrecht, PE

13 Yrs Exp.

- 2000 East Roadway Improvements
- Silver Creek to Bitner Connector
- SR-224 BRT
- Silver Summit Interchang

Bryce prepares cost-effective designs that improve public safety and minimize ROW impacts. Bryce recently worked with Salt Lake County in the design and advertisement of Sego Lily Drive from 700 East to 1300 East. Bryce has worked with West Jordan City to design the widening of Gardner Lane at Redwood Road in coordination with UDOT Signals. Bryce prepared the plans, specifications, and estimate for widening Herriman Main Street from 7300 West to 6200 West that included pavement reconstruction, curbing, sidewalk, driveways, utility coordination, and ROW acquisition. His experience designing and modeling projects allows our team to accurately anticipate the project footprint based on design requirements, lane geometrics, associated lengths for lane development, lane merges, queueing, intersection spacing, and design vehicle turning movements. Bryce is well-versed with AutoCAD and Bentley modeling software to prepare roadway models and prepare plans for advertisement and construction.



SAFETY LEAD

Jeremy Searle, PE, PTEO, RSP1

15 Yrs Exp.

- American Fork SAP
- West Jordan TMP
- Nebo Beltway Regional Transportation Study

Jeremy is a principal at METHODS Consulting and leads the transportation planning group. He has led multi-disciplinary teams on major design projects, transportation master plans, active transportation plans, station area plans, etc. along the Wasatch Front. Jeremy has served as the project manager for a wide variety of projects including transportation master plans, corridor studies, active transportation plans, safety evaluations, and design projects. Jeremy is also currently working on the environmental study for the New Bingham / 9000 South intersection in West Jordan. Jeremy is talented at explaining difficult transportation concepts to the public in a clear and concise manner and has presented to dozens of city councils and planning commissions across the Wasatch Front. Jeremy will provide direction, background, and guidance on all traffic and transportation planning aspects of this project.



DRAINAGE LEAD

Cathy Romero, PE

30 Yrs Exp.

- 2000 East Roadway Improvements
- Silver Creek to Bitner Connector
- SR-224 BRT
- Silver Summit Interchange

Cathy's drainage design expertise includes hydrologic analysis, design of storm drains, hydraulics models for FEMA floodplain management, water quality, detention facilities, culverts, avoidance of utility impacts, and erosion control. She has strong expertise in existing system analysis, coordination with gravity irrigation and canal companies, drainage design, water quality analysis and compliance with MS4, and addressing localized urban drainage problems. She also has a strong background in utility coordination, roadway, water distribution, and sanitary sewer design, including production of construction plans and specifications. She works closely with all disciplines to make sure a client's needs are quickly addressed and a quality product is consistently delivered. She has been actively involved in the design, management, and advertising of numerous municipal and UDOT projects over her 30 years.



SURVEY LEAD

Darren Williams, PLS

19 Yrs Exp.

- 9000 S Corridor Study
- 1300 E; Highland Dr to Nashi Ln
- 1600 N, 1200 W to State St

Darren manages the Survey and Right-of-Way department at METHODS, which includes four licensed surveyors and a full support staff. He has been surveying since 2006 and has been licensed in Utah as a professional land surveyor since 2011. He has managed many projects from small community projects to large, complex projects over various disciplines including ROW, construction staking, boundary, and rail surveys. Darren has a vast understanding of working with the Public Land Survey System, control networks (including post-processing static observations) and coordinate system transformations, and aerial mapping. He is highly skilled at using and employing advanced technologies such as LiDAR and Unmanned Aircraft Systems (UAS). Darren acted as the survey lead on numerous surveys for over 23 cities across the Wasatch Front.

1. ORGANIZATION & PROJECT TEAM



SURVEY

Kyle Turner, PLS

22 Yrs Exp.

- 1600 N, 1200 W to State St
- Regional Athletic Complex (RAC)
- Lone Peak Parkway; 12650 S to 12300 S

Kyle's experience includes many aspects of surveying technology and techniques including remote sensing, GPS, and conventional data collection and processing. His well-rounded knowledge of field and office procedures along with coordination between survey field staff, engineers, project managers, and contractors leads to overall project success and efficiency. Kyle developed survey routines and guidelines within the survey department to ensure consistent high-quality survey deliverables that meet the project needs. He has experience with translating and combining base mapping data, conceptual design, and as-built data over the course of a project. He has provided responsible oversight for planimetric mapping, topographic surveys, construction stakeout, cadastral and retracement surveys, boundary surveys, geodetic and control surveys, and right-of-way surveys. Kyle has experience retracing and locating existing right-of-way control and also provides property records research, preparation of legal descriptions, and survey plat drafting of final surveys filed with the county surveyor in accordance with Utah State Code 17-23-17.



ROW LEAD

Devron Anderson, PLS

18 Yrs Exp.

- 14600 S Redwood to Spring View
- Wasatch Blvd Multi-use Path
- High Valley Transit S.R. 224 Bus Rapid Transit Lanes

Devron has served as a city surveyor, county surveyor, and county recorder which has provided him the opportunity to manage a wide range of survey projects for government entities including right-of-way identification/acquisition and boundary dispute resolution. As a chief deputy recorder/surveyor and an elected county recorder, he has over eight years of experience directly overseeing and training mappers on the creation and upkeep of parcel data which directly populates county GIS parcel data. He is proficient at performing detailed title research which is critical to resolving complex and historic land boundary and right-of-way issues. As a city surveyor and county surveyor, he was instrumental in the recovery and identification of survey control and historic rights-of-way which were established

in Utah's pioneer and territory days, predating statehood. With this background, Devron has an essential and complete understanding of the processes and procedures municipalities need for land conveyances through the creation, review, approval, and recording of boundary establishments, boundary adjustments, subdivision plats, road dedication plats, and various deeds for land acquisitions.



UTILITY LEAD

Aaron Olson, PE

18 Yrs Exp.

- 2000 East Roadway Improvements
- Silver Creek to Bitner Connector
- SR-224 BRT
- Silver Summit Interchange

Aaron has over a decade of experience specializing in utility design, coordination, and roadway infrastructure projects. His expertise includes managing complex utility relocations and improvements while maintaining project schedules and minimizing conflicts. Aaron has designed and coordinated water line extensions, sewer main and lateral connections, and storm drain systems for a variety of municipal and private developments. He works closely with cities, sewer districts, and private utility providers—including power, gas, and communication companies—to ensure efficient design integration and effective field coordination. Aaron has a meticulous approach to identifying and resolving utility conflicts. His collaborative style and depth of experience make him a reliable leader in delivering coordinated, conflict-free utility designs.



STRUCTURES LEAD

Josh Black, PE

20 Yrs Exp.

- Silver Creek to Bitner Connector
- SR-224 BRT
- Silver Summit Interchange
- UDOT MS4 Maintenance Sites (25 Sites), Statewide

Josh's expertise encompasses civil, structural, roadway, and utility design, bringing a unique blend of capability and value to structural design projects in confined spaces. Josh is also well-versed in structural design, third-party vendor coordination, development of performance specifications, and design of connecting elements in order to accommodate the variety of products, structures, anchorages, etc. that are common on transportation projects. This makes Josh an ideal choice for assisting in the development of the retaining walls, project standard details, and specifications for the structures. He has

1. ORGANIZATION & PROJECT TEAM

also provided utility design and coordination services on numerous projects and is adept at first identifying key issues and potential impacts, and then working with providers and owners to develop cost-saving options for conflict mitigation.



SIGNALS LEAD

Paul Peterson, PE

20 Yrs Exp.

- US-6 Improvements
- SR-224 BRT
- 1300 E; Highland Dr to Nashi Ln
- SR-171 & 900 W; Intersection Improvements

Paul is experienced with multiple cities and UDOT traffic signal design standards and has completed the design of over 20 traffic signals/corridor lighting systems for UDOT and various municipalities over the last year. He recently oversaw the design of two signals at the SR-248/US-40 interchange, completed four signal designs for the Shepard Lane Interchange, two signals with corridor lighting for US-6 near I-15, and ten signals on the SR-224 BRT project.



CONSTRUCTION MGMT

Dan Young, SE

25 Yrs Exp.

- Various Right Turns; Ogden/Perry/Tremonton
- Polk Ave, 36th Street to Franklin; Ogden
- 500 W; 2000 S to Antelope Drive; Clearfield

Dan has recently performed construction management on several projects including construction oversight of the West Davis Corridor through Syracuse City. Dan was in construction for nearly five years while at UDOT. He managed multiple projects with both state and federal monies including local governments. One project included the \$62 million dollar design build project on SR-201 at Redwood Road. It included three bridges, one of which was a flyover to I-215 northbound. Dan currently oversees our Construction Management Group as a Resident Engineer.



FIELD ENGINEER

Ian Frankland, PE

7 Yrs Exp.

- Polk Ave, 36th St to Franklin, Ogden
- 1300 E; 2100 S to the Southern City Border
- 36th St Sidewalk, Harrison Blvd to Birch, Ogden

Ian, as a previous Ogden City employee, has experience with CM and design as a consultant and as a city employee and understands the importance of delivering projects from numerous perspectives.. Ian prides himself on working with people to solve problems and establish a friendly and effective working environment for all involved. As a dedicated

problem solver and team player, Ian enjoys being on site during project construction and working with contractors to anticipate and rectify problems as they arise. Ian has collaborated with UDOT on numerous local government projects for Ogden City, including the Polk Avenue Sidewalk Project that involved careful coordination to ensure that local government, UDOT, and federal standards and specifications were met.



INSPECTOR

Todd Richins

32 Yrs Exp.

- SR-204 / Wall Ave (BWC & Ped Ramp Improvements)
- I-80 EB; RP 137.81 - RP 138.61
- SR-126; Free Right Elimination

Todd, a resident of Summit County, has 32 years of experience working with UDOT in highway maintenance/construction inspections, 20 of which were spent as an area supervisor. Todd retired from his work at UDOT and joined our team as an inspector. Todd has decades of experience managing and leading teams. Todd is an expert in his field who prioritizes communication, client satisfaction, and successful completion of projects. Todd has extensive qualifications and certifications, including Sampling, Reduction and In-Place Density & Concrete (WAQTC ID: 163863), ADA Pedestrian Ramp Training Course, Traffic Signal & ITS Construction Training Program, and Environmental Control Supervisor & Partnering.



MATERIALS TESTING LEAD

Chelsea Richards

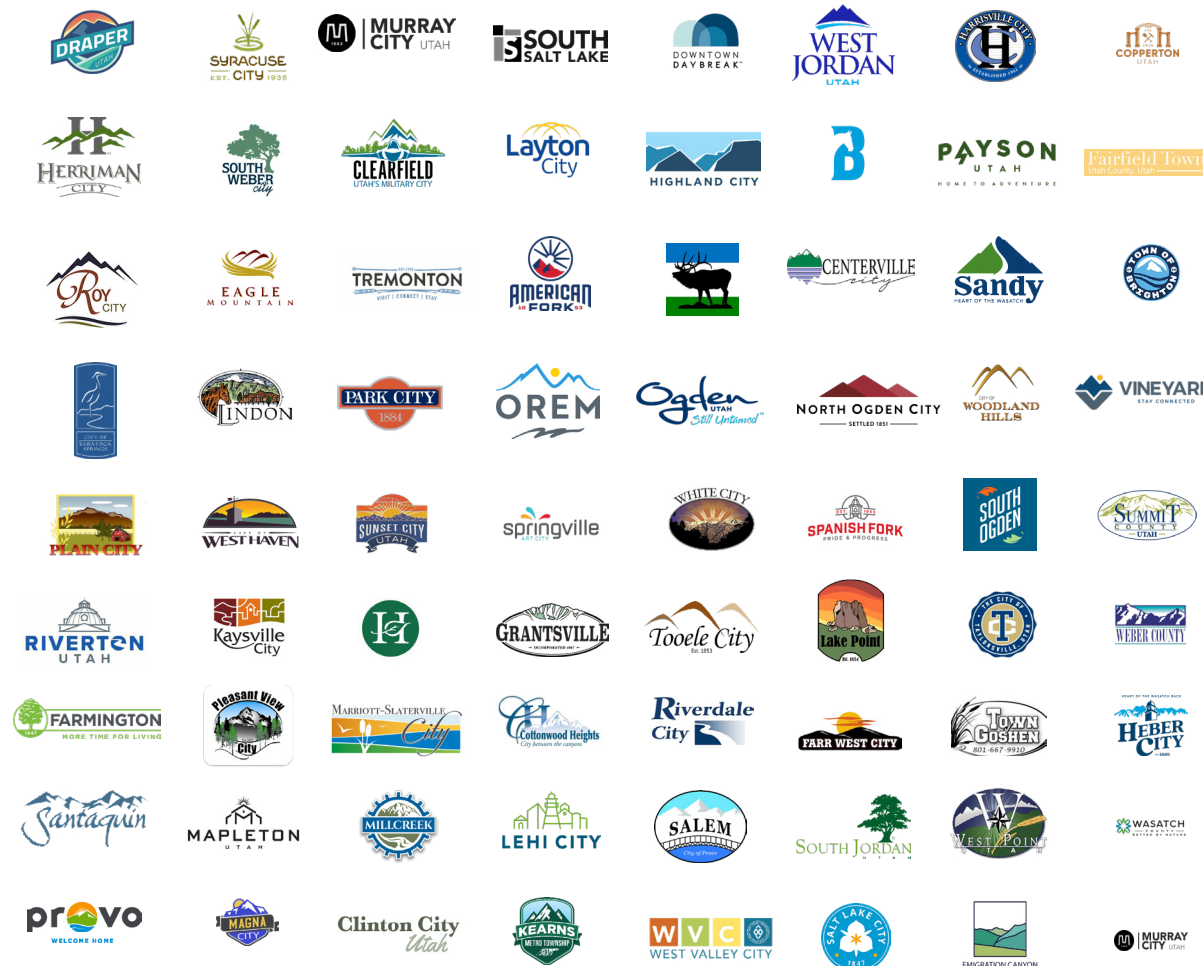
18 Yrs Exp.

- Fresh Market Bus Stops - Park City
- Lone Peak Parkway Structure - Draper City
- Hoytsville Structure Replacement - Summit County

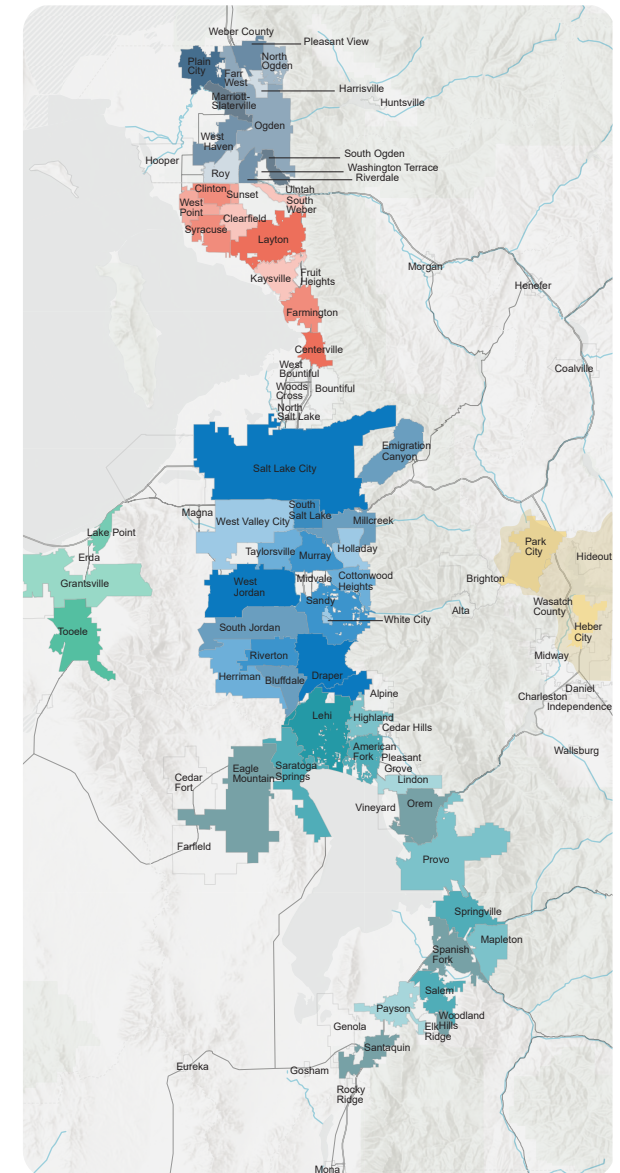
Chelsea's qualifications and certifications highlight her extensive expertise in materials testing and inspection across various construction projects. In the last year, Chelsea has been the materials and inspection manager on the Draper City Lone Peak Structure and Lone Peak Parkway Structure Extension projects, the Kearns Culvert Replacement, SR-201 3200 West Bridge Replacement, and multiple other roadway and structural projects. Chelsea's diverse skill set and comprehensive understanding of construction materials, coupled with her management experience across various projects, make her well-suited to ensure compliance and quality on the 4800 West project.

2. QUALIFICATIONS

Our team brings extensive experience delivering municipal projects across Utah. Our staff have partnered with **nearly every city along the Wasatch Front**, as well as numerous counties, service districts, and MPOs throughout the state. We are very familiar with city, county, and special service district standards as well as UDOT processes and other locally-adopted national standards. METHODS is well-versed in Utah's roadway, environmental, structural, construction management, hydraulic, traffic, signal, and surveying requirements. Our construction management and materials testing teams are recognized for their expertise, responsiveness, and commitment to quality.



METHODS Wasatch Front Municipal Work



2. QUALIFICATIONS

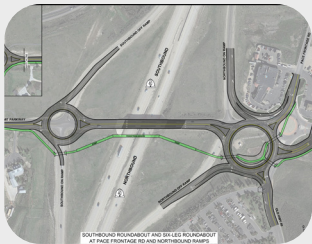


2023 - 2024

Andy Spencer
City Engineer
801-772-4508

HIGHLAND TRAFFIC CALMING MANUAL - HIGHLAND

This project was completed by METHODS personnel while at a previous firm. Our team worked closely with Highland City staff to develop a locally customized traffic calming manual. This effort included meeting with the mayor and city council members one-on-one, along with key stakeholders, staff members, police and fire chiefs, etc. to understand the issues, concerns, and preferences of the City. Using this information, we developed a manual outlining the benefits, appropriate measures, and process for traffic calming measures to be implemented. We specifically created a process that fits within the Highland City budget, and provided a way for traffic calming decisions to be driven by data not by the loudest voices in the community. This process has allowed the City to implement multiple traffic calming measures that have significantly reduced speeds in the most problematic areas of the city. We have continued to help Highland City by monitoring speeds and questions as requested by the City.



2022-Current

Brandon Brady
Summit County Engineer
435-262-7503

SILVER SUMMIT INTERCHANGE - SUMMIT COUNTY

METHODS is worked with Summit County and UDOT to evaluate current and future conditions of the interchange and intersections at Silver Summit Parkway and Highway 40 southbound on- and off-ramps that are currently failing and require immediate action. Our team gathered data and performed a traffic analysis of the four intersections in the study area to analyze the best improvements for the immediate need, along with demand in the future, based on the surrounding development by Summit County and private property owners. As part of the analysis, we evaluated the best phasing plan for improvements and provided cost estimates for the various improvements. After the analysis was complete, our team was retained by Summit County to design the recommended improvements from the study, including identifying the right-of-way needs for the future improvements to facilitate property exchange with surrounding development. As part of the design, our team also evaluated roadways, pedestrian structures, utilities, drainage, and overall grading needs. Our team has completed the design and construction support for the west side of the interchange roundabout and ramp improvements. We are currently designing the east side roundabout.

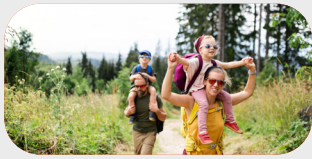


2025-Current

Taylor Nielsen
Ogden City Engineer
801-940-4329

25TH D STREET - OGDEN

METHODS is designing roadway, drainage, and utility improvements from 855 West and D Street to the south leg of 24th/D Ave. We are coordinating with UDOT on how best to tie into the proposed improvements at the I-15/24th Street interchange. Our team is also evaluating the possibility of public vehicular access on G Avenue along this extent being eliminated (leave the asphalt/block the public). The design would largely constitute gates/fencing or similar barriers meeting UPRR Patriot satisfaction. In addition to the roadway improvements, our team is designing waterline improvements between 955 W 25th Street to the south leg of 24th/D Avenue. We are replacing lateral connections to approximately 30 homes along the corridor. For each home along the corridor, we are evaluating driveway tie-ins to reduce impacts to properties and facilitate speedy construction. Our team will also be preparing right-of-way acquisition documents, temporary construction easements, and host public open houses to coordinate with the property owners.



2023-Current

Justin Anderson
Public Services Director
801-698-3002

17TH TO 12TH ST - OGDEN

METHODS, in coordination with Ogden City, are creating a design for trail improvements between SR-39 (12th Street) and 17th Street using an abandoned rail corridor. The shared-use path will typically be 14 feet wide. There are design improvements for access to businesses along the corridor to accommodate the proposed trail and roadway. This project also includes improvements at UTA and UPRR railroad crossings in accordance with both UTA and UPRR standards.



2019-2021

John Angell
Public Works Director
435-640-1622

SILVER CREEK TO BITNER

This project was completed by METHODS personnel while at a previous firm. This project included the design of approximately 2.5 miles of roadway that provides a frontage road connection adjacent to two I-80 interchanges. The project included the design of three roundabouts, a 10-foot-wide separate multi-use path, and a park-and-ride lot for High Valley Transit and school buses. We worked through extensive cross-street connections, driveway design, and access challenges. Initially, our team was contracted to support Summit County with the design of the roundabouts; however, after staff changes at the County, we modified the 30% design, completed the design, and prepared the project for advertisement and construction. Due to a high-water table and limited stormwater release points, a drainage report was completed early in the project to determine constraints and establish parameters on the roadway vertical alignment. The storm drain design included the design of a 14-foot-wide and 80-foot-long box culvert structure to support a wetland mitigation bank that was adjacent to the new roadway. There was extensive coordination with public and private utility companies to protect in place the existing utilities (where possible).



2024-Current

Gabriel Shields, HVT Chief
Development Officer
435-200-5408

SR-224 BRT

METHODS personnel, in combination with METHODS, are working on this CM/GC project, which includes the design of a 6.5-mile long BRT line with over five miles of side-running dedicated BRT lanes, five BRT station platforms with level boarding, twenty local station improvements, and signal prioritization from Kimball Junction to Park City's Old Town Transit Center. The transit project includes additions to the existing SR-224 trail network, widening of the existing trail network where impacted, roadway widening, drainage, utility relocations, structures design, traffic signal design, and ROW acquisition. One of the top priorities of the project is meeting the needs of all users along the SR-224 corridor. Our design team meets bi-weekly with High-Valley Transit, Park City, Summit County, and UDOT to identify key decisions, review project assumptions, and provide design progress updates.



2022-2024

Bryce Terry
Herriman City Engineer
801-446-5323

HERRIMAN MAIN STREET - HERRIMAN

The METHODS team* completed the design for this large Main Street reconstruction project; it included pavement analysis to determine portions of the roadway that needed full reconstruction and those portions that would be sufficient with pavement rehabilitation. This analysis allowed the team to balance the available project funds. This project spanned over 1.5 miles and included researching over 110 parcels within the project limits. We completed a hydraulics analysis and report for the entire project corridor and analyzed how to use as much of the existing stormwater infrastructure as possible while also providing the optimal design to limit spread. Our team also coordinated with the various utility companies with facilities along the corridor and coordinated the required relocations, which included multiple long lead steel RMP poles.



2022-2024

John Miller
Millcreek Public Works Director
801-214-2719

1300 EAST; 4500 SOUTH TO 4220 SOUTH - MILCREEK

This roadway widening project* along 1300 East from 4500 South to 4220 South. Our staff utilized and expanded on an existing survey control network from a previous Millcreek project on 900 East Street. This allowed our team to hit the ground running and make it easy for the client to reference between projects and will help with future retracements of the Big Field Survey in the area.

*These projects were done by the same team while at WCG

2. QUALIFICATIONS



2019-2021

Brad Klavano
South Jordan City
801-381-8100

2200 WEST; 11400 SOUTH TO 9400 SOUTH - SOUTH JORDAN

METHODS completed the design for this local government roadway widening and reconstruction project for South Jordan City along 2.5 miles of the 2200 West corridor. This project included widening in select locations to create a consistent cross section, accommodations for bicycles, modeling over 60 driveway tie-ins and side-street connections, ROW design, hydraulic analysis and new storm drain connections to existing drainage infrastructure, utility relocations (Rocky Mountain Power pole relocations with Comcast and CenturyLink as tenants), street lighting, and waterline betterments. In addition, two alternate bid packages were included in the advertising documents: the first included parkstrip hardscaping (stamped concrete) and underground street lighting elements and the second contained above-ground street lighting elements (poles and luminaire fixtures).



2021-2022

Brad Klavano
South Jordan City Engineer
801-381-8100

2700 WEST; 10000 SOUTH TO 10200 SOUTH - SOUTH JORDAN

METHODS was selected to complete this environmental document and the engineering design for this project which included roadway widening to accommodate bike lanes, a new sidewalk for pedestrians, and the realignment of an irrigation ditch system. Environmental resource surveys included cultural, paleontological, threatened and endangered species, wetlands, storm drain, and floodplains. Minor strip takes were necessary to accommodate the full 66-foot typical section, with minor impacts on seven parcels. Coordination with both UDOT and South Jordan City allowed our team to complete the environmental document in five months.



2020-2022

Eric Lundell
Draper Senior Engineer
801-576-6365

1300 EAST; PIONEER ROAD TO 12200 SOUTH - DRAPER

This was a Draper City project that included widening the roadway to provide on-street parking, aligning lanes and correcting intersection geometry, replacing a wire span traffic signal, separating irrigation/drainage lines, correcting cross slopes, and more. METHODS completed calculations for hydrology, hydraulic grade line, inlet spread, pipe capacity, permanent BMP's, and SWPP erosion control.



2020-2022

Todd Hammond
Draper City Senior Engineer
801-576-6336

1300 EAST; HIGHLAND DRIVE TO NASHI LANE - DRAPER

The METHODS team* completed the categorical exclusion for this project which included roadway widening and reconstruction along 1300 East. The project also included a 4(f) evaluation due to a temporary trailhead closing. Due to the change in access for select parcels, a public hearing was held to discuss the project and provide opportunity for public comment. Our team prepared documents for the public hearing, hosted the public hearing meeting, and recorded all other public comments during the comment period. Our team completed the NEPA documentation (Categorical Exclusion, i.e. CatEx) for this project including a public hearing with legal notices. Our team completed the design of this project which included designing and coordinating two high-T traffic signals at adjacent intersections along with roadway widening to match the Draper selected cross section and provide a consistent section throughout the corridor including pedestrian and bike access to adjacent trails. We coordinated with the various stakeholders along the corridor and used retaining walls along three parcels to limit project impacts. To support this design, we provided high-resolution aerial imagery, topographical survey, right-of-way, roadway modeling, and hydraulic modeling and design.



2020-2021

John Coyle
Salt Lake City Engineering
801-535-6241

2000 EAST; PARLEY'S CANYON BOULEVARD - SALT LAKE CITY

METHODS worked closely with Salt Lake City to improve the 2000 East corridor to create a bicycle- and pedestrian-oriented corridor. METHODS completed a concept and final design for 2000 East between Parleys Canyon Boulevard / Parkway Avenue and approximately 2800 South in Salt Lake City that reinvisioned the corridor to focus on active transportation. The goal of the project was to envision and design a facility with a consistent and updated cross section that accommodated all users and improved community connectivity along the corridor and on both sides of I-80. As a part of the preliminary design, METHODS worked closely with SLC's transportation department on a detailed traffic operations and safety analysis with an emphasis on improving pedestrian and bicycle accommodations while naturally reducing vehicle speeds. The resulting innovative design included narrowing the roadway and traffic lanes to accommodate on-street bicycle lanes and an off-street multi-use path with landscape amenities. Our team also worked with SLC and the public to consider various intersection alternatives at Parleys Canyon Boulevard and developed a roundabout design that improved traffic operations and safety for all travel modes. The roundabout also serves as a gateway element for the neighborhood.



2020-2022

John Miller
Millcreek Public Works Director
801-214-2719

900 EAST; 4500 SOUTH TO 3900 SOUTH - MILCREEK

The METHODS team* designed this roadway widening project along 900 East from 4500 South to 3900 South. This project included full depth pavement reconstruction, preserving select existing curb/gutter/sidewalk, and filling in areas currently missing curb/gutter/sidewalk. We completed a roadway model and developed a profile that was compatible with the existing curb/gutter while also allowing for optimal profile grades and pavement cross slopes. Our team also prepared ROW documents for 58 impacted parcels and designed the corridor lighting system for the project (which included ensuring proper placement of light poles, coordinating with Rocky Mountain Power for power sources, and removing existing sub-standard light fixtures no longer needed).



2022-2023

Darren Bunker
UDOT PM
385-228-5271

US 6 WIDENING AND IMPROVEMENTS - SPANISH FORK

The METHODS team completed the design for the widening of US-6 from I-15 to the beginning of the climbing lane up Spanish Fork (SF) Canyon. This also included widening of two intersections and modifying the associated signal designs, survey and ROW design with packages for both TCE's and strip takes, public engagement, and meeting coordination with property owners along the corridor. Additional work included designing shared drainage facilities with SF, utility design, coordination, and relocations, traffic modeling, MOT design and constructability, cost-to-cure and contractor provided landscaping/aesthetics. Our team also assisted in preparing agreements between UDOT and SF and with third-party utilities.



2023

Eric Rasband
UDOT PM
801-608-8870

1600 NORTH - OREM

Our staff performed the design for the 1600 North widening project from 1200 West to State Street in Orem, Utah. The signals team coordinated with the roadway design team to design two signals at 1200 West and 800 West as well as signal modifications at State Street. The design considered the existing signal locations and layout and construction phasing. The design also included installing a 144 pair ITS line for signal interconnect along 1600 North.

*These projects were done by the same team while at WCG



Gary.horton@methodsconsulting.com
801.879.8134
methodsconsulting.com



Gary Horton, S.E.
PROJECT MANAGER & PRINCIPAL

EDUCATION

- Bachelor of Science in Civil and Environmental Engineering, University of Utah, Salt Lake City, Utah, 1996

CERTIFICATIONS

- Structural Engineer, State of Utah (295715)

EXPERIENCE

- Project Manager & Principal
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Project Manager & Principal
WCG
Salt Lake City, UT
May 2017 - Present
- County Engineer
Summit County
Summit County, UT
May 2015 - May 2017
- CEO, President, Office Manager and Transportation Manager,
Project Engineering Consultants, Inc
West Jordan, UT
May 2004 - May 2015
- Project Manager,
EWP / Stantec Consulting, Inc
Murray, UT
May 2004 - May 2004
- Design & Traffic Engineer
MK Centennial
Murray, UT
January 1996 - May 2004
- Summer Intern
UDOT
Salt Lake City, UT
May 1995 - September 1995

Gary has over 29 years' experience with a variety of engineering, planning, environmental, design, construction management, and project management projects. In addition to his engineering experience, Gary has made numerous presentations to public groups, elected and appointed officials, and technical committees. Gary was also the recipient of the Utah Chapter of Institute of Transportation Engineers (ITE) 2016 Engineer of the Year award.

Project Management

Gary has served as both a UDOT project manager and a consultant project manager. While working as a UDOT project manager, he has also managed multiple projects which included both state and federal funds. He has worked with many Local Governments (LG's) to guide them through the process of using federal monies on their local community roads.

As a consultant manager Gary has managed the delivery of standard design-bid-build along with alternative delivery of multiple projects including a \$242 million dollar design build project on 114th South. The project was five miles long, spanning from I-15 to Bangerter Highway. Because of the urgency of schedule on this project, he worked with UDOT's consultant services to develop an expedited consultant procurement process entitled a Request for Letter of Interest (RLOI). This allowed the us to get a program management team on board within a one week period.

Design Experience

Gary's experience on these projects includes management and oversight of project design teams, geometric design, hydraulic analysis, storm drain design, utility planning and design, utility coordination with private and public utilities, right-of-way design and management, traffic signal design, environmental oversight, and cost estimating. During this time, he managed both the environmental and design phases of projects. Most of the work was with Local Governments. He would work with the LG's to ensure that their environmental process would follow federal guidelines in order to qualify for federal monies during the design and construction phases. He would then guide his design team and the LG through the design phase to advertise the project for construction. His focus is to work with the LG and the design team to pinpoint project risks such as right of way and utilities that can often derail a projects schedule and budget. He would then use the team's skills to mitigate project risks.

Gary also managed Utah's first Thru-Turn Intersection (TTI). This is an innovative intersection that takes the left turn movements about 500 feet away from the intersection and has them perform a signalized U-turn.



Bryce Albrecht, PE
PROJECT AND ROADWAY DESIGN ENGINEER

EDUCATION

- Master of Science in Civil and Environmental Engineering, Brigham Young University, Provo, Utah, 2012
- Bachelor of Science in Civil and Environmental Engineering, Brigham Young University, Provo, Utah, 2011

CERTIFICATIONS

- Professional Engineer (PE)
License Number: 9634580 (UT),
18787 (ID), 57943 (WA),
69650 (AZ)

AFFILIATION

- Institute of Transportation Engineers (ITE) - Member

EXPERIENCE

- Project & Design Engineer
WCG
Salt Lake City, UT
Sept 2019 - Current
- Design Engineer
Project Engineering Consultants
West Jordan, UT
Dec 2013 - Sept 2019
- Project ITS Engineer
TransCore
Salt Lake City, UT
Jun 2012 - Aug 2013

Bryce has over 10 years' experience as a designer. His background includes geometric design, roadway modeling, active transportation, traffic signals, trails, landscaping, lighting, drainage, utilities, ATMS, survey, ROW acquisition, and the maintenance of traffic for cities, counties and UDOT.

Roadway Design and Modeling

Bryce develops concept designs, models roundabouts, roadways, trails, and intersections in AutoCAD C3D and Open Roads Designer. Bryce's experience from roadway widenings, to new corridors, to large multiple alignment infrastructure, allows him to anticipate the project needs, as well as the impacts to the design, client, contractor and maintenance.

Representative Projects Include:

- Skyline Drive Grading, Pleasant View
- Bus Rapid Transit, UTA, Ogden
- Center Street Roundabout, Spanish Fork
- Silver Creek Roundabout, Summit County
- 2000 East Reconstruction, Salt Lake City
- Freedom Way Traffic Calming, Bluffdale
- Canyon Road Reconstruction, Utah County
- 1300 East Reconstruction, Salt Lake City
- Main Street/Crossroads Blvd, Lehi & Saratoga Springs
- 9000 South & 4000 West Intersection, West Jordan
- Spanish Fork River Trail Phase 2, Spanish Fork
- 700 South Rehabilitation, Salt Lake City
- Lakeshore Trail, Saratoga Springs
- US-89 at Main Street/200 East, American Fork
- Lehi Main & State St Intersection Area, Lehi

Quality Control Design

Bryce's design experience has allowed him to provide Quality Control on a wide variety of projects to help the design, models, plans and specifications meet the requirements of the project and client.



josh.black@methodsconsulting.com
801.882.0041
methodsconsulting.com



Josh Black, PE
STRUCTURES LEAD

EDUCATION

- Master of Science, Civil Engineering, University of Texas at Austin, Austin, TX, 2005
- Bachelor of Science, Civil Engineering, Utah State University, Logan, UT, 2003

CERTIFICATIONS

- Professional Engineer (PE)
License Number: 5148315 (UT)
- Real Estate Agent License
Number: 5148315-SA00

EXPERIENCE

- Project & Design Engineer
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Project & Design Engineer
WCG
Salt Lake City, UT
Sept 2019 - Current
- Project Manager
Civil Solutions Group
Provo, UT
Sept 2021 - Jan 2023
- Land Development Engineer
Horrocks Engineers
Pleasant Grove, UT
Aug 2018 - Aug 2021
- Real Estate Investor/Agent
Cormorant, Inc.
Cedar Hills, UT
Dec 2013 - Jul 2018
- Structural Engineer
HDR Engineering
San Antonio, TX
Aug 2009 - Nov 2013
- Structural EIT
Reaveley Engineers
Salt Lake City, UT
Aug 2006 - Jul 2009
- Structural EIT
Magnusson Klemencic Assoc.
Seattle, WA
Jul 2005 - Jul 2006
- Asst. Project Manager
Paulsen Construction
Salt Lake City, UT
2001 - 2004 (Summers)

Josh is a professionally licensed engineer and real estate agent with over 20 years of experience in land development, real estate, civil & structural engineering, and construction. His wide range of experience over many different engineering and real estate spaces makes him an ideal choice for any team focused on assessment, disposition, or development of real property.

Structures

Josh's expertise encompasses civil, structural, roadway, and utility design, bringing a unique blend of capability and value to structural design projects in confined spaces. Josh is also well-versed in structural design, third-party vendor coordination, development of performance specifications, and design of connecting elements in order to accommodate the variety of products, structures, anchorages, etc. that are common on transportation projects. This makes Josh an ideal choice for assisting in the development of the retaining walls, project standard details, and specifications for the structures. He has also provided utility design and coordination services on numerous projects and is adept at first identifying key issues and potential impacts, and then working with providers and owners to develop cost-saving options for conflict mitigation.

Municipal Land Development

Josh's expertise in private land development has complemented and enhanced his work for public/municipal clients, especially regarding the efficient use and development of public land. For example, in the recent Legacy Events Center project in Davis County, Josh persuaded stakeholders to eliminate three separate stormwater detention ponds by renovating and expanding a single storm water discharge pump station, thus recapturing several acres of usable revenue-generating land for the county.

Josh has also assisted municipalities with conceptual designs of large parcels to accommodate multiple uses and complex groups of stakeholders. For example, Josh worked with Pleasant Grove City on conversion of a steel pipe plant to accommodate a cemetery expansion, sports fields, regional storm water detention, and a new public works yard. In another example, Josh assisted Vineyard City as the site/civil lead for evaluation of four potential fire station sites, each site featuring a different combination of public and municipal uses, including fire station, public works maintenance yard, pocket park, trail, shared parking facilities, etc. Analysis for 2 potential sites also included feasibility of commercial pads.

Real Estate / ROW

Josh is a licensed real estate agent with a solid understanding of property evaluation and due diligence procedures. He has consulted with numerous investors and developers regarding marketability and disposition of real property on projects that often include complex property modifications such as subdivisions, boundary line adjustments, re-zoning, incorporation, easements, dedications, etc. Josh is also a right-of-way (ROW) acquisition agent who understands that acquisition is often necessary to fully leverage assets. These real estate/ROW skills combined with Josh's engineering and project management capabilities creates tremendous value for clients. For example, in the recent Trestle Lane project for Riverton City, Josh managed roadway engineering while personally handling acquisitions and access permits. This dual role ensured greater agreement between acquisition documents and construction documents, streamlined the final design process, and helped the city to avoid project delays through an approved appraisal waiver process.



Darren R. Williams, PLS
SURVEY & ROW PROJECT MANAGER

EDUCATION

- Associate of Applied Science in Surveying, Salt Lake Community College, 2010

CERTIFICATIONS

- Professional Land Surveyor (PLS) License Number: 4975981

AFFILIATION

- Member of the Utah Council of Land Surveyors (UCLS)
- Member of the National Society of Professional Surveyors (NSPS)

EXPERIENCE

- Survey Manager
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Survey Manager
WCG
Salt Lake City, UT
Aug 2020 - 2025
- Project Manager
Meridian Engineering
South Jordan, UT
Apr 2014 - Aug 2020
- Survey Manager
CRS
Salt Lake City, UT
Dec 2009 - Apr 2014

Darren is a professional licensed land surveyor with extensive experience on both survey and right-of-way projects; he currently serves as a project manager and survey department manager for Wall Consultant Group. Darren has a vast understanding of working with the Public Land Survey System and utilizing the latest survey technologies. In addition, he is an industry leader in boundary determination and right-of-way retracement.

Survey Experience

His expertise encompasses a broad spectrum of surveying services, including construction staking, boundary surveys, and rail surveys. Darren is skilled in post-processing static observations and coordinate system transformations. He also has a deep understanding of control networks and the Public Land Survey System (PLSS). Furthermore, he is adept at leveraging cutting-edge technologies such as Light Detection and Ranging (LiDAR) and Unmanned Aircraft Systems (UAS) to optimize survey operations and deliver accurate, timely results. He has overseen the mapping of various terrains, including interstates and canyon rivers, using these tools.

Representative projects include:

- Weber Basin Treatment Plant
- Bear River Pipeline
- Frontrunner North Extension
- Ogden Canyon River
- US-6; I-15 to Expressway Lane
- US-40; US-189 to Center Creek
- Weber River Bathymetric Survey
- Jordan River Bathymetric Survey

Right-of-Way Design

His extensive involvement with right-of-way projects began in 2008. Since then, he has successfully managed a diverse range of projects, from small-scale local government projects to large, complex projects. His expertise encompasses a wide array of processes, including advanced acquisition, ROW design, surplus packages, condemnation review, and third-party consultant reviews. He is proficient in utilizing ArcGIS, leveraging its capabilities to track parcel progress throughout the right-of-way acquisition process, thereby enhancing project management and team collaboration. He plays a pivotal role in departmental training, where he imparts his extensive knowledge and expertise to his staff. By fostering a culture of continuous learning and development, he ensures that his team stays abreast of the latest updates and best practices. Furthermore, he oversees quality control processes to guarantee that all deliverables meet the highest standards of excellence. Through his unwavering commitment to quality and his dedication to his team, he consistently delivers superior results

Representative projects include:

- Bear River Pipeline (50 miles)
- Weber Basin Water Treatment (26 miles)
- Orem 1600 North (34 total acquisitions)
- Herriman Main Street
- Lone Peak Parkway
- SR-171 Projects (5 projects)
- U-111; South Jordan Parkway to Herriman Boulevard
- Cougar Lane



Kyle Turner, PLS, FAA Part 107
SURVEY LEAD

EDUCATION

- Associate of Applied Science in Surveying, Salt Lake Community College, Salt Lake City, UT, 2006

CERTIFICATIONS

- Professional Land Surveyor (PLS) License Number: 7820824 (UT), 20897 (ID)
- Federal Aviation Administration (FAA) Part 107 Remote Pilot Certificate Number: 4182658

AFFILIATION

- Member of the Utah Council of Land Surveyors (UCLS)
- Member of the National Society of Professional Surveyors (NSPS)

EXPERIENCE

- Project Surveyor
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Project Surveyor
WCG
Salt Lake City, UT
Aug 2022 - 2025
- Project Surveyor
EDM
Salt Lake City, UT
Aug 2020 - Aug 2022
- Project Surveyor
Meridian Engineering
South Jordan, UT
Dec 2012 - Aug 2020
- Project Surveyor
Stantec Consulting
Salt Lake City, UT
Apr 2003 - Dec 2012

Kyle is an integral part of the survey team at METHODS. His 22 years of experience include many aspects of surveying technology and techniques including remote sensing, GPS, and conventional data collection and processing. His well-rounded knowledge of field and office procedures along with coordination between survey field staff, engineers, project managers, and contractors leads to overall project success and efficiency. Kyle developed survey routines and guidelines within the survey department to ensure consistent high-quality survey deliverables that meet the project needs. He has experience with translating and combining base mapping data, conceptual design, and as-built data over the course of a project.

Survey Experience

Kyle has provided responsible oversight for planimetric mapping, topographic surveys, construction stakeout, cadastral and retracement surveys, boundary surveys, geodetic and control surveys and Right of Way surveys. Kyle has experience retracing and locating existing right of way control and also provides property records research, preparation of legal descriptions, and survey plat drafting of final surveys filed with the county surveyor in accordance with Utah State Code 17-23-17.

Representative planimetric mapping and topographic survey projects include:

- Executive Drive (1825 West), West Jordan UT
- Lone Peak Parkway (125 West), Draper UT
- 1600 North, 1200W to State Street, Orem UT

Representative cadastral and retracement survey projects include:

- BLM Cadastral Survey Retracement, Southern Region ID
- PacifiCorp Federal Energy Regulatory Commission (FERC) Boundary - Exhibit G Updates, various locations UT
- Mining Claim Boundary Retracement, Tooele County UT

Representative boundary survey projects include:

- Kevin Hoesel Boundary Survey, Taylor UT
- Salt Lake City Homeless Resource Center Survey, Salt Lake City UT
- Red Rock Ranch, ALTA/NSPS Survey, Coalville UT

Representative control survey projects include:

- Airport GIS Survey and NAVAID Inventory, Delta UT
- 200 South Transit Corridor Study, 300 West to 900 East, Salt Lake City UT
- Redwood Road, Bangerter Highway to 12600 South, Riverton UT

Representative right of way survey projects include:

- 7800 South Bangerter Highway, Salt Lake City UT
- Fort Street, Draper UT
- SR-202, Salt Lake City UT

Representative Unmanned Aerial Systems projects include:

- 14600 South, Redwood Road to D&RGW Railroad, Bluffdale UT
- Trail Feasibility Study, Woodland Hills UT
- Weber Basin Water Conservancy District Treatment Plant, Ogden UT



Devron Anderson, PLS
PROJECT SURVEYOR

EDUCATION

- Associate of Applied Science in Surveying, Salt Lake Community College, 2010

CERTIFICATIONS

- Professional Land Surveyor (PLS) License Number: 7897281 (UT)

AFFILIATION

- Member of the Utah Council of Land Surveyors (UCLS)
- Member of the National Society of Professional Surveyors (NSPS)

EXPERIENCE

- Project Surveyor
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Project Surveyor
WCG
Salt Lake City, UT
Feb 2024 - Current
- Survey Manager
Sunrise Engineering
Logan, UT
Aug 2023 - Feb 2024
- County Recorder
Cache County
Logan, UT
Jan 2021 - Aug 2023
- Chief Deputy
Recorder/Surveyor
Weber County
Ogden, UT
Jan 2015 - Dec 2020
- City Surveyor
Logan City
Logan, UT
Feb 2013 - Jan 2015

Devron Andersen, project surveyor, has seventeen years of experience as a city surveyor, county surveyor, and county recorder. This diverse work experience has provided him the opportunity to manage and certify a wide range of survey projects including dependent resurveys of the PLSS, identifying ownership and location of historic or territorial public rights-of-way, boundary determination and dispute resolution, and managing survey control networks. He is skilled and proficient at performing detailed title research which is critical to resolving complex and historic land boundary issues, particularly when working on public highways.

Survey Experience

Devron has extensive experience identifying physical, written, and oral evidence of existing boundary lines and PLSS survey monumentation. He is proficient at analyzing those evidences of boundary location and identifying the historical and current common law principles which directly apply to the correct location of boundary lines. This professional analytical process is key to re-establishing existing right-of-way alignments and the adjoining property locations common in many public works projects.

Representative projects include:

- Salt Lake County Public Works Shed Sites
- Bluffdale 14600 South: Redwood Road to D&RGW Railroad
- Ogden City D Street and 25th Street
- SR-186: North Temple to 400 South
- Wasatch Boulevard: 3800 South to 4430 South

Right-of-Way Design

Devron has created accurate parcels for acquisition of new right of way creating clean, effective, and retraceable right of way corridors. He has prepared ownership records and written legal descriptions for acquisition packages for state and local entities. His experience with land title records and documents allows for the identification and use of the most efficient methods for clearing and cleaning land title records with regard to right of way corridors.

Representative projects include:

- HVT SR-224 BRT
- Silver Creek to Bitner Road Dedication
- SR-224 Ped Ramps



Cathy Romero, MS, PE
HYDRAULICS DESIGN

EDUCATION

- Master of Science in Civil Engineering, University of Maryland, College Park, Maryland, 2000
- Bachelor of Science in Civil Engineering, Pennsylvania State University, University Park, Pennsylvania, 1993

CERTIFICATIONS

- Professional Engineer (PE)
License Number: 4827124

SPECIALIZATION

- Hydraulics Design
- Utility
Coordination/Relocations
- Highway Design
- Micro Station
- Inroads
- Inroads Storm and Sanitary
- Hydraulic modeling software (HEC-RAS, HY8, HEC-HMS, HY22)

EXPERIENCE

- Design Engineer
METHODS Consulting
2025 - Current
- Design Engineer
WCG
2012 - 2025
- Design Engineer
Jacobs Engineering/Carter Burgess
2005 - 2012
- Design Engineer
Parsons Brickerhoff
2000 - 2005
- Engineering
Maryland State Highway Administration
1994 - 2000
- Asphalt Research
The Pennsylvania Transportation Institute
1993 - 1994

Cathy's experience is focused on drainage design including hydrologic analysis, design of storm drains, sustainable development, water quality, canal structures, inverted siphons, detention facilities, culverts, bridge scour analysis, backwater analysis, permitting, and erosion control.

She also has a strong background in utility coordination, roadway, transit, water distribution, and sanitary sewer design, including production of construction plans and specifications.

She works closely with all disciplines to make sure a client's needs are quickly addressed and a quality product is consistently delivered. She has been actively involved in the design, management, and advertising of many UDOT projects over 19 years.

I-15 Lane Gain, Farmington to Gordon Avenue | Davis County, UT

Prepared design for 8.55 miles of highway widening and storm drainage improvements to add a new lane in each direction, widening it to the center. The design includes storm water treatment facilities and a new storm drain system down the median. This \$73 million project was completed in less than six months.

Legacy Parkway | Davis County, UT

As Drainage Discipline Lead for the corridor, organized the activities of the drainage leads on all three segments, set project-wide drainage standards, ensured that the drainage discipline reached key milestones through the project, reviewed each segment's plans for consistency across the segments, coordinated work with the roadway disciplines to convey information from the roadway meetings, and coordinated with all disciplines of the project to identify any areas that would affect the drainage discipline. Designed the South interchange between Legacy Parkway and I-215, the interchange with Redwood Road and I-215, Center Street, and the retention area adjacent to Center Street. Coordinated the specifications book for Segment 1 of Legacy Parkway including working with the discipline leads to have their specifications QC'd, coordinating the specs with the development of the M&P, and instructed a team of engineers on how to complete specifications.

Legacy Parkway Design/Build Project | Davis County, UT

Designed the drainage for the northern interchange of the Legacy Parkway Project, which included the interchange between I15 / Legacy Parkway / US89 / Burke Lane. The design included four storm sewer systems, two detention/retention ponds, and placement of oil/water separators for cleanout of storm water leaving the site. Wrote portions of the Environmental Assessment including water quality, construction impacts, and traffic. Produced figures and display mapping to highlight the environmental impacts using ArcView GIS and Micro station software.

SR-193, 2000 West to State Street | Clearfield, UT

Drainage Lead responsible for the storm drain design, irrigation line relocation, design of three detention ponds, and coordination with adjacent property owners, local municipalities, and utility companies on drainage and irrigation issues. Produced construction plan sheets and specifications, detail sheets, quantities, and cost estimates.



aaron.olson@methodsconsulting.com
801.456.3847
methodsconsulting.com



Aaron Olson, PE

PROJECT ENGINEER / UTILITY ENGINEER

EDUCATION

- Bachelor of Science in Civil Engineering, Utah State University, Logan, UT, 2006

CERTIFICATIONS

- Professional Engineer (PE)
License Number: 5584779

VOLUNTEER

Previous board member of
Ashley Urban Trails Committee

EXPERIENCE

- Engineer
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Engineer
WCG
Salt Lake City, UT
Mar 2015 - Sep 2017
- Engineer
CRS Engineers
Salt Lake City, UT
Mar 2015 - Sep 2017
- Engineer
Epic Engineering
Heber City, UT
Feb 2013 - Mar 2015
- Engineer
Civco Engineering
Vernal, UT
Jan 2007 - Feb 2013

Aaron is an experienced project engineer at METHODS CONSULTING. Aaron's major responsibilities are in design, including roadway geometric design, storm drainage, site plan/grading, utility location/coordination and design, and barrier design. He has provided designs for UDOT and for many private and municipal clients.

Utility Design

Throughout Aaron's career he has performed utility coordination on many projects. He has become skilled at gathering existing utility data, identifying any potential conflicts, and communicating with owners. He has worked with power and gas companies, local municipalities for water, sewer and storm drainage lines, and communications companies. He has learned to identify problems early and communicate effectively to help a project proceed as scheduled.

Roadway Design

Aaron has extensive experience in roadway design. He has primarily focused on road design using Civil3D to model roadways during his career. He has managed many complex designs in several different states, throughout the state of Utah and for many different local governments and UDOT meeting AASHTO, UDOT and local standards. These designs have included urban pedestrian friendly roads and rural highways. Many projects included hydrology calculations, roadway modeling, earthwork balancing, roundabout design, the design of adjacent bike/ped paths, storm and sewer design/modifications and many other features. Aaron's experiences have helped him to understand the various conflicts and constraints involved in each type of project. He has learned to track and account for the large number of variables and issues that each project has and to provide optimal solutions.

Bike and Pedestrian Path Design

Aaron has experience designing bike/pedestrian paths adjacent to roadways and stand along projects. These projects have been designed to meet standards found in various AASHTO design guides and to meet local standards. The designs have included drainage design and utility coordination.

Rail Design

Aaron has experience designing multiple rail crossings and has also designed several industry rail sites connecting to Union Pacific main lines. He has also designed several Union Pacific rail spurs. The designs have met ARRA and UP standards and AASHTO standards for the crossing designs.

Site Plan Design

Aaron's experience in site plan design varies from school building sites requiring coordination with architects, to industrial sites for clients like UDOT. These projects have included new development sites and existing sites requiring improvements. Some of the aspects of these designs have included grading and drainage, design and modifications of storm, sewer and water lines, power and gas line coordination, detention/retention pond calculations and design.



METHODS CONSULTING

jeremy.searle@methodsconsulting.com
801.669.7345
methodsconsulting.com



Jeremy Searle, PE, PTOE, RSP, TRAFFIC OPERATIONS & TRANSPORTATION PLANNING MANAGER

EDUCATION

- Master of Science in Civil and Environmental Engineering, Brigham Young University, Provo, Utah, 2010
- Bachelor of Science in Civil and Environmental Engineering, Brigham Young University, Provo, Utah, 2009
- Bachelor of Science in Urban and Rural Planning, Brigham Young University, Provo, Utah, 2009

CERTIFICATIONS

- Professional Engineer (PE)
License Number: 8905056 (UT), 52047 (CO), 24447 (NV), 56195 (WA)
- Professional Traffic Operations Engineer (PTOE): 3822
- Roadway Safety Professional (Level 1) (RSP1): 753

AFFILIATION

- Institute of Transportation Engineers (ITE) – Member

VOLUNTEER

- Engineers Without Borders – Designed and implemented gravity-fed water distribution system, Salkantay, Peru
- Previous member of local Planning Commission

EXPERIENCE

- Transportation & Planning Group Manager
METHODS Consulting
Salt Lake City, UT
Apr 2025 – Current
- Transportation & Planning Group Manager
WCG
Salt Lake City, UT
Jan 2020 – 2025
- Project Manager & Transportation Engineer
Hales Engineering
Lehi, UT
Mar 2013 – Jan 2020

Jeremy has 15 years of traffic engineering and transportation planning experience that ranges from transportation master plans, corridor studies, traffic impact studies, parking studies, safety, and traffic operations analysis.

Traffic Engineering & Transportation Planning

Jeremy has extensive experience in traffic operations and transportation planning. Jeremy has completed numerous design, traffic operations, and transportation planning projects including the Bus Rapid Transit (BRT) operations in Provo / Orem, the Daybreak North Station Area Plan, the Power District Multi-modal Study, US-89 Corridor Visioning Study, Payson 800 South Feasibility Study, the I-80 / State Street Interchange Environmental Assessment (EA), and the 10600 South Interchange Improvements Design. Jeremy was the project manager or lead traffic engineer on numerous traffic, design, corridor, parking, safety, TOD, connectivity and planning studies.

Representative projects include:

- 9000 South Corridor Study
- West Jordan Transportation Master Plan
- Payson Downtown Gateway Study
- Utah Trail Network (UTN) Program Visioning
- South Jordan TRAX and FrontRunner Station Area Plan
- Spanish Fork – 1000 North Corridor Study
- Centerville General Plan
- State Street / I-80 Interchange EA
- Provo Orem Transportation Improvement Project (UVX)
- SR-224 Bus Rapid Transit (BRT) Design
- Herriman Active Transportation Plan
- Provo Parking Management Plan
- MAG Congestion Management Plan
- 10600 South Interchange Improvement Project
- SR-56 MP 49.8 – 58.2 Safety Analysis and Implementation

UDOT Operational Safety and Traffic Studies Engineering

Jeremy served as UDOT's Operations Safety Report (OSR) and Traffic Studies Review Engineer for 7 years (2013 – 2020). His responsibilities included overseeing the program and reviewing all of the signal warrant, left-turn, pedestrian, speed, ball-bank, advanced warning signal (AWS), and traffic count studies that were performed by UDOT. Jeremy would ensure that each study was completed according to UDOT and national standards, and that they were completed on time. Jeremy would attend the field reviews to discuss warranted signals, left-turn phasing, pedestrian crossings, etc. Jeremy also oversaw the update of the UDOT pedestrian policy, UDOT speed limit policy, left-turn phasing guidelines, and the AWS guidelines. Jeremy currently manages UDOT's Intersection Control Evaluation (ICE) program. The ICE program identifies the most cost effective solution over the life-cycle of the intersection by evaluating safety, operations, maintenance and capital costs.



paul.peterson@methodsconsulting.com
801.456.3847
methodsconsulting.com



Paul Peterson, PE
SIGNALS ENGINEER

EDUCATION

- Bachelor of Science in Civil Environmental Engineering, Utah State University, Logan, UT, 2003

CERTIFICATIONS

- Professional Engineer (PE)
License Number: 515007 (UT)

SPECIALIZATION

- Project Management
- Roadway Geometric Design
- Project Estimates
- Planning - Specifications
- Quality Control
- Contract Negotiation
- Construction
- Utility
Coordination/Relocations
- Highway Design

EXPERIENCE

- Transportation & Planning
Group Manager
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Project Manager and Design
Engineer
WCG
Salt Lake City, UT
Sep 2011 - Current
- Project Manager
Morrison Maierle, Inc.
Draper, UT
Sept 2005 - Sept 2011
- Transportation Design
Engineer
Horrocks Engineers, Inc.
American Fork, UT
Oct 2003 - Sept 2005
- Technician/Project Leader
Utah Technology Transfer Center
Logan, UT
Sept 2000 - May 2003
- Field Technician
Harding ESE, Inc.
Salt Lake City, UT
May 2000 - Sept 2000
- Field Technician
Robert Peccia & Associates
Helena, MT

Paul's experience in the traffic and transportation field includes roadway design, traffic impact studies, intersection design, signal design, and project management. He has been heavily involved in the design, management, and advertising of UDOT projects for the past 19 years. These projects include local government roadway design projects, design-build projects, orange book projects, purple book projects and spot safety improvements. He has performed under different roles on these projects including design, quality control, and project management. Paul's traffic signal design expertise includes traffic signal layout, emergency preemption integration, railroad preemption coordination, radar detection systems (including both stop bar and advanced detection), IR camera detection, loop detection, and pedestrian crossing systems (i.e. rectangular rapid flashing beacons, HAWKs, etc.).

Transportation Design

Paul's experience in transportation design includes being involved with projects from the concept phase through the construction phase. This includes CAD drafting, modeling, details, specifications, and advertising of projects.

Traffic Engineering & Transportation Planning

Paul's experience in Traffic Engineering includes speed studies, traffic calming studies, sign design, traffic impact studies for commercial and residential developments, and pedestrian safety and routing plans.

Paul has expertise working with:

The Utah Department of Transportation (UDOT) - FHWA - AASHTO - American Public Works Association (APWA) - MUTCD - Highway Capacity Manual - Roadside Design Guide

South Jordan Parkway Signals | South Jordan, UT

Paul recently completed the design and coordination for eleven traffic signals along South Jordan Parkway in South Jordan, Utah. The design included traffic operations analysis, signing/striping design, signal design and lighting design. We coordinated with South Jordan City, Daybreak Communities, UTA and UDOT to ensure the signals would function properly considering the unique design considerations.

Shepard Lane Interchange Signals | Farmington, UT

This project included the design of four new traffic signals for the new Shepard Lane Interchange project in Farmington, Utah. The signal designs include a signal at each of the new I-15 ramps. It also includes a signal at Shepard Lane/Frontage Road and a signal at Shepard Lane/Innovator Drive. Our team worked with the engineering design team to develop custom push button poles to be placed on bridge parapets for the I-15 ramps signals.



Dan Young, SE
CONSTRUCTION MANAGER

EDUCATION

- Bachelor of Science in Civil Environmental Engineering, Utah State University, Logan, UT, 1999

CERTIFICATIONS

Structural Engineer, State of Utah (7233848)

AFFILIATION

- Institute of Transportation Engineers (ITE)
- ACEC

EXPERIENCE

- Project Manager
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Project Manager
WCG
Salt Lake City, UT
Mar 2014 - 2025
- Transportation Manager
Project Engineering Consultants
West Jordan, UT
Jun 2009 - Mar 2014
- Project Manager
UDOT, Region Two
Nov 2006 - Jun 2009
Resident & Field Engineer -
- Utah Department of
Transportation, Region Two
Jun 2002 - Nov 2006
- Rotational Engineer
UDOT, Region Two Materials, Region Two Construction and Central Maintenance
Jan 2001 - Jun 2002
- Structural Engineer
Dunn Associates Inc
Salt Lake City
Feb 2000 - Jan 2001
- Structural Engineer
Richards Consulting Group
Salt Lake City
Jan 1999 - Feb 2000

Dan has over 25 years of project delivery experience spanning the planning and conceptual phases followed by design and construction.

Project Management

Dan has managed projects for many local governments and UDOT. Recent projects include the construction management of the 1300 East; 2100 South to the southern city limits, the design of the US-6; Improvements which added a lane from I-15, through two intersections, and up US-6 canyon before the lane drops. He also led the design on several Bangerter Highway Interchanges, as a section of Porter Rockwell Blvd. and is currently the design lead on 1600 North in Orem.

Dan was also hired by UDOT to assist in program management for the West Davis Corridor design build project from I-15 and Legacy, 18 miles north to West Point City. Dan has served as both a Utah Department of Transportation (UDOT) project manager and a consultant project manager. While working as a UDOT project manager, he oversaw the delivery of multiple projects including a \$242 million dollar design build project on 114th South. The project was five miles long, spanning from I-15 to Bangerter Highway.

Dan has also managed multiple projects which included both state and federal funds. He has worked with many Local Governments (LG's) to guide them through the process of using federal monies on their local community roads.

Construction Management

Dan has recently performed construction management on several projects including construction oversight of the West Davis Corridor through Syracuse City. Dan was in construction for nearly five years while at UDOT. He managed multiple projects with both state and federal monies including local governments. One project included the \$62 million dollar design build project on SR-201 at Redwood Road. It included three bridges, one of which was a flyover to I-215 northbound. Dan currently oversees our Construction Management Group as a Resident Engineer.

Design Experience

Most of this work has been with Local Governments. He would work with the LG's to ensure that their environmental process would follow federal guidelines to qualify for federal monies during the design and construction phases. He would then guide his design team and the LG through the design phase to advertise the project for construction. His focus is to work with the LG's and the design team to pinpoint project risks such as right of way and utilities that can often derail a projects schedule and budget. He would then use the team's skills to mitigate project risks. Dan also managed Utah's first Thru-Turn Intersection (TTI). This is an innovative intersection that takes the left turn movements about 500 feet away from the intersection and has them perform a signalized U-turn.

Structural Engineering

Dan designed vertical structures for three years which included large homes, schools, parking, warehouses, and office structures. Structures were between one to three floors and included wood and steel framing, concrete masonry block, steel moment frames, and concrete tilt panels.



ian.frankland@methodsconsulting.com
801.882.0041
methodsconsulting.com



Ian Frankland, PE
FIELD ENGINEER

EDUCATION

- Bachelor of Science in Civil Environmental Engineering, Utah State University, Logan, UT, 2018

CERTIFICATIONS

- Professional Engineer (PE)
License Number: 12830632 (UT)
- Utah Registered Stormwater Inspector
- UDOT SWPPP, Partnering, Pedestrian Ramp Training, CEMT

EXPERIENCE

- Project Engineer
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Project Engineer
WCG
Salt Lake City, UT
2024 - Current
- Principal Engineer
Ogden City Corp
Ogden City, UT
2021-2024
- Engineer
Ogden City Corp
Ogden City, UT
2018-2021

Ian has almost seven years of engineering experience. He relocated to Utah from the Chicago Suburbs in 2014 to complete his college education and has since made a life and career as an engineer in the Salt Lake area.

Project Management

Ian began managing projects for Ogden City beginning with the citywide sidewalk & curb replacement program, and eventually branching into roadway widening and utility projects. Ian has acted as a local government project manager as well as a field engineer on various UDOT and municipal construction projects, including projects with both Federal and State grant funding. Ian's hands-on approach to management includes taking advantage of any opportunities to visit project sites and communicate with contractors; this ensures that projects go smoothly and that problems are resolved quickly and equitably.

Design

Ian has designed roadway widening corridors, sidewalks & pedestrian features, roadway drainage, as well as sewer & water utilities for various projects over the years. He is well-versed in Civil3D and can work with surveyors and GIS specialists if needed to ensure quality design work. Ian has an eye for detail that ensures his clients receive the highest quality deliverables.

Projects

- Airport Road Sewer Improvements, Ogden City 2023
- 20th Street Widening phases 2 & 3, Ogden City 2019 & 2023
- Jefferson Area Utility Improvements, Ogden City 2024
- Upgrade Concrete Barrier in Various Locations, UDOT Pin 20791
- Sego Lily Roadway Improvements, Salt Lake MSD, 2024



chelsea.richards@methodsconsulting.com
801.386.1435
methodsconsulting.com



Chelsea Richards
LAB AND INSPECTION MANAGER

EDUCATION

- College

CERTIFICATIONS

- WAQTC # 161605, CITP (Levels 1-4), CITP OM, CEMT, Partnering, ECS, Stormwater Management, Traffic Signal & ITS, Fiber Optic TP, ATSSA Traffic Control Technician, Traffic Control Supervisor, ADA Pedestrian Ramp, CITP Barrier & Crash Cushion, Concrete Strength, SRDTT, CTT, AgTT, EbTT, AsTT

EXPERIENCE

- Lab and Inspection Manager
METHODS Consulting
Salt Lake City, UT
Apr 2025 - Current
- Lab and Inspection Manager
WCG
Salt Lake City, UT
2022 - 2025
- Lab and Inspection Manager
AECOM
Salt Lake City, UT
2017 - 2022
- FHWA Oversight/Inspection
Stanley Consultants
Salt Lake City, UT
2007 - 2017

Professional experience in the project field office, laboratory, and on-site since 2007 as Lead Inspector, Office Manager, and Materials & Inspection Manager. Assignments have included construction inspection support/document control services to Resident Engineers, Field Engineers, Project Representatives, Inspectors and all field crews. Project work includes tracking payment records, overseeing project tonnage, documentation, managing material certifications and submittals, change orders, RFI's, and CPM schedule reviews.

Project experience has included working with FHWA, UDOT, Local Governments, and Municipalities on items such as bridge construction, demolition, storm and sanitary sewer installations, concrete and asphalt placement, traffic signal installation, roadway safety systems, and landscaping. Worked with contractors to check compliance with contractual plans, specifications, and special provisions. Performed visual and field inspections, provided project progress reports, held project progress meetings, and created and processed extra work/change orders. Performing as UDOT ADA Project support inspecting and reviewing over 1,000 ADA pedestrian ramps throughout the State of Utah to ensure PROWAG compliance.

Along with office and inspection management, Chelsea has managed an AASHTO/CCRL accredited laboratory for the past 6 years ensuring all testing procedures meet governing agency standards in the lab and field. Specializing in UDOT & APWA specifications and drawings, Chelsea's experience across all facets of the CEM team helps METHODS Consulting ensure clients are delivered a quality project.

2. QUALIFICATIONS

HOURS TO BE DEVOTED TO THE PROJECT

Because METHODS personnel are wrapping up various projects for UDOT, our availability continues to grow, and we will be available to commit additional resources to this project. Our key personnel are also finishing key elements of the other projects, and this will allow them to have the ability to commit and tackle the design of 4800 West. The table below provides personnel availability for this project when their role on the project becomes necessary. Also, our employees continue to be paid for their hours over 40 hours, even as salaried employees, so we have team members who often are excited and willing to work additional hours.

Name	Other Project Commitments	4800 West Road Improvement
Gary Horton	75%	25%
Mark Bedke	75%	25%
Bryce Albrecht	40%	60%
Josh Black	50%	50%
Darren Williams	50%	50%
Kyle Turner	50%	50%
Devron Anderson	50%	50%
Andy Chipman	60%	40%
Cathy Romero	50%	50%
Michael Fischetti	25%	75%
Aaron Olson	20%	80%
Zander Lee	15%	85%
Jeremy Searle	75%	25%
Ben Swanson	50%	50%
Paul Peterson	35%	65%
Cristy Rodriguez	25%	75%
Dan Young	75%	25%
Ian Frankland	25%	75%
Todd Richins	25%	75%
Felipe Ocampo	20%	80%
Nate Hansen	50%	50%
Chelsea Richards	25%	75%

REFERENCES

TAYLOR NIELSON

Ogden City
Address
801-629-8983



JOHN COYLE

Salt Lake City
Address
801-535-6241



MIKE KENDALL

Summitt County
Address
435-336-312



JOHN ROBERTSON

Park City
Address
385-215-5322



JOHN MILLER

Millcreek
Address
801-214-2719



BRAD KLAVANO

South Jordan
Address
801-381-8100



3. WORK PLAN



METHODOLOGY & PROPOSED PROCESS TO COMPLETE THE SCOPE OF WORK

To prepare our work plan and project approach, we reviewed the request for proposals (RFP) and visited the site.

Our approach to the design will be to define the alignment of the proposed trail both horizontally and vertically early to allow confidence in the improvements at SR-92 and identify the potential impact on utilities. We will provide a design that meets the required standards while staying within the existing right-of-way (ROW), where possible. Our focus will be to provide Highland City with information on costs, impacts to natural and built environments. We will meet with Highland and Alpine City monthly to provide updates on the design from each discipline, follow up on action items, and coordinate with both agencies to provide a quality design that will meet the project needs while considering the existing constraints.

LOCATION OF PROJECT

This project will initiate on the north leg of the SR-92 (Timpanogos Highway) and the 4800 West intersection. The project will make improvements along 4800 West, also known as North County Boulevard Road, for 1.5 miles to Alpine Main Street.

BACKGROUND

This project is a safety-focused corridor realignment at the State Route 92 intersection, shoulder and lane improvements, and a 10-foot multi-use trail on the east side to connect to existing regional trails.

DESIGN

As our team vets the engineering opportunities we will also implement additional improvements as we create the 40% design. During the 40% design process METHODS will:

- ✓ Design roadway and trail profiles, cross slopes and drainage profiles to establish a minimum cross slope and running profile,
- ✓ Review existing curb and gutter flow grades and propose specific sections that require modification to reduce ponding and improve the roadway drainage system, and
- ✓ Consider the impact on existing utilities with the proposed improvements and evaluate opportunities to protect in place versus relocations.

We will work toward making 4800 West a corridor for all modes of travel to safely travel the corridor.

Our team will develop solutions to deficiencies in the existing stormwater system, and design new stormwater features needed to accommodate the proposed improvements. The drainage design will be advanced to capture the cost associated with the proposed improvements and develop solutions to key areas of concern. We will investigate ways to incorporate water quality features into the storm drainage system to meet the MS4 requirements. This design methodology will result in an accurate sound design to use as the project moves into the final design phase.

With the completion of the initial design, we will evaluate modifications to existing traffic signal system at SR-92 to determine where mast arm replacements will be required to maintain proper signal head placement (due to any proposed striping modifications or lane shifts). Our team will also complete the preliminary traffic signal design for any new or relocated signal foundations.

Our team will update the cost estimate as part of the review of the Preliminary Engineering (40% plans) to understand the funding constraints.

SURVEY & ROW

The METHODS team is local to Utah County and prepared to complete the required survey. The METHODS team, in conjunction with the cities, will inform property owners along the project corridor via mailers before field work begins, so they may see personnel in the area. Aerial LiDAR will be used whenever possible to reduce landowner impact. If property access is necessary, surveyors will always ask for permission before entering. METHODS will review the right-of-way acquisition documents that were previously prepared for this project. This information will be used to determine what element of the agreements needs to be included in the final design.



3. WORK PLAN

★ **DELIVERABLES** | METHODS will provide a topographic map plot (at a scale of one inch = 100 feet) depicting surface features and one-foot contour lines indexed at even five-foot intervals. We will provide an AutoCAD file that has 3D break lines, an existing ground triangulation network, and contours with elevation. Drawings will be in the most current AutoCAD 3D format, with all similar objects separated into specific layers.

ASSUMPTIONS | Existing ROW will only need to be investigated on up to a maximum of 12 parcels. ROW exhibits and deeds will need to be described on up to 12 parcels for purchase or temporary construction easements. From our understanding of the RFP the city will acquire the necessary ROW. We have agents who can help if the need arises.

UTILITIES

We will query the Blue Stakes database for the project location to get a list of utility companies in the project area. We will use this information to create a utility contact list and to request facility maps from each company. These facility maps will be used to create a drawing of the subsurface utilities and tie to above-ground features (i.e. manholes, valves, pedestals, etc.) gathered with the UAS. We will use site visits and coordination meetings to get a complete understanding of each utility company's facilities and how they will be impacted by the project. As part of our preliminary utility coordination effort, we have identified the following utilities within the corridor: Rocky Mountain Power, Enbridge Gas, waterlines, sewer lines, and multiple communication lines.

As the project design progresses, we will determine where any specific utility locations are needed and gather a test hole if necessary. With the exact locations and depths of these locations, we will know if we can work around the utility or if it will need to be relocated. A utility conflict matrix will be created and used to track each

potential conflict and the proposed resolution. Utilities that need to be relocated will be given notice to relocate, and we will work with each utility to get a set scope and schedule for each needed relocation. We will work these relocation schedules into the project schedule to understand how they will affect the entire project schedule.

ASSUMPTIONS | As we have completed with other municipal agencies, we will identify potential utility conflicts and not perform utility test holes (SUE). We have had success notifying the utility companies that relocation will be necessary and having the contractor confirm with utility test holes before construction.

ROADWAY & TRAILS

METHODS will re-evaluate the existing ROW as we develop the 40% design, model, and plans to provide additional details needed by the contractor for bidding and construction. Due to the existing geographic constraints in the area, there are locations where existing retaining walls will need to be protected in place. To accomplish this and provide a 10-foot wide multi-use path, the existing roadway geometry will need to be reconfigured. This may include 11-foot travel lanes and turn lanes, little or no shoulders, and modifying the sidewalk to the multi-use path. Where possible to save precious project funds, the existing curb and gutter will be protected in place.

Our experienced engineers will assess and provide additional details regarding tie-in transitions at both ends and cross streets, driveway tie-in slopes, fencing and gate placement, and signage plans as needed. Our team will incorporate design recommendations or intersection modifications at the SR-92 intersection into the 40% plans, and geometric improvements to finalize the roadway design on the project.



3. WORK PLAN

SAFETY IMPROVEMENTS

As part of the initial design, our team of safety specialists will evaluate the corridor and intersections to identify areas of concerns. We will coordinate with Alpine City to determine if there are additional locations that should be considered based on their local knowledge. This data will be shared with our roadway design team to determine what improvements can be proposed to reduce or eliminate the safety concerns along the corridor.

PAVEMENT DESIGN

The geotechnical goal of the METHODS team is to find the most economical pavement section within City and APWA design standards. Our approach will begin by meeting with the City to understand the project goals and discuss potential pavement design options. We will review available information and perform a visual inspection of the asphalt. We will prepare an investigation plan to collect additional information. The METHODS team will explore subsurface conditions by taking core samples of the existing asphalt and drilling borings into the subsurface soils at strategic locations to obtain samples for lab testing. In addition to drilling borings, we will perform Dynamic Cone Penetrometer (DCP) tests in the subgrade soils to collect subgrade conditions and variations along the alignment. After an evaluation of the data collected in the field and lab, we will provide various pavement alternatives, including multiple rehabilitation and full reconstruction options, in a detailed geotechnical report.

TRAFFIC SIGNALS

METHODS personnel have completed numerous traffic signal improvements that require lane adjustments in coordination with UDOT like on US-6 in Spanish Fork. Our team has reviewed traffic signal impacts at SR-92 and 4800 West. Our design of these safety improvements will focus on minimize the required widening on the northeast corner to reduce impacts on the private property and maximize the reuse of the existing signal equipment on the other three corners of the intersection. It is anticipated that the existing conduit and junction boxes can be reused for the updated signal design. Our signal team will work closely with the roadway, drainage and utilities design team members to minimize impacts to the existing signal system. Our team will

coordinate with UDOT as the design progresses to verify compliance with their standards and expectations.



DRAINAGE

From our field review, the storm drain appears to have a trunk line along the corridor along with culverts needed to pass the existing storm water through intersections and driveways. However there are segments along the corridor that will require new curb and gutter and it will require tying into the existing storm drain system. We will complete a hydrology analysis to determine the appropriate sizing of culverts for the drainage system where new curb and gutter is necessary. We will continue to use the existing storm drain for most of the corridor along with the existing release points for the stormwater along the corridor. We will continue to refine the design and provide details on the storm drain design with specifications and quantities.



STRUCTURES

Retaining walls along the corridor will be added to reduce the cut slopes and fill slopes to the adjacent parcels. Our focus and anticipation is that these walls will remain lower than three feet, thus not requiring structural calculations. We would recommend that many of these wall be built with a stacked boulder system that are aesthetically appealing, low cost, and long term have required no maintenance for where our project manager has implemented these on projects over the past 25 years. One additional element that will be

3. WORK PLAN

need to be considered where retaining walls are required are fences to protect from fall hazards according to Public Right-of-Way Accessibility Guidelines (PROWAG) and ADA Standards.





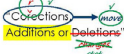

FINAL DESIGN

The final design will follow similar steps to the preliminary design, and we will also schedule and hold a 70% and final review meeting with the cities. After the review meetings, we will modify the plans, specifications, and estimate accordingly. We will prepare a final cost estimate with quantities, unit costs, and a contingency based on the final plans for Highland to advertise the project for construction.

QC / QA

To ensure a quality design and advertisement package, METHODS will implement our QC/QA policy which is implemented and followed for every project. Our QC/QA procedures provide a high-quality product that results in minimal change orders during construction. METHODS' QC/QA plan is as follows and adheres to the color-code system below:

QC/QA Color Code

Review Stage	Definition	Example
Origination Originator	Provide unmarked document to Checker. "Document should have already been personally reviewed by Originator."	"Corrections, Additions or Deletions"
Check Checker	Highlight correct items in yellow ; make suggested corrections, additions, or deletions in red ; and add comments & notes for clarification in blue .	
Back Check Originator or Separate Back Checker	Indicate agreement with change with green check mark . Green cross out and STET show no change is needed. "Back Checker to coordinate with Checker prior to crossing out comment"	
Corrections Originator or Separate Corrector	Designates corrections have been completed with a green circle . "Corrector to print final document with all revisions completed and deliver final copy and QC document to Verifier."	
Verification Checker or Separate Verifier	Compare final document with QC document to verify revisions were made correctly, verify with a pink highlight .	
QA Separate QA Verifier	Print final document (including any revisions from the verification review) for Quality Assurance Review.	"Corrections, Additions or Deletions"

- ✓ The assigned engineer/designer performs the work.
- ✓ The engineer/designer checks his or her own work.
- ✓ Once the engineer/designer is satisfied that the work product is accurate and acceptable, they place the QC review stamp on the document and sign off that it is ready for a QC review.
- ✓ An independent reviewer then checks the work product and suggests corrections and improvements or asks questions.
- ✓ The original designer back checks the comments of the QC reviewer and approves the corrections. If needed, the designer and the reviewer discuss the comments and consult with the project manager to resolve any differences.
- ✓ The designer makes the corrections and the reviewer verifies that the changes were implemented.
- ✓ The project manager, or someone they designate, then completes the QA to verify this process has been followed.

ADVERTISEMENT

Through the advertising process, METHODS will support the City with the preparation of any addendums, tabulation of contractor bids, and evaluation of the bids.

CONSTRUCTION MANAGEMENT & MATERIALS TESTING (if needed)

As the project manager, Gary will continue the management of this project through advertising and construction. METHODS has a team of construction management (CM) personnel who will support the CM services. Our design team will also provide support during the construction phase that includes attending construction meetings as requested and responding to RFI's. Our CM team will coordinate with the contractor and hold a preconstruction conference, review the contractor's project schedule, and work with PCMC to obtain approval of the contractor's traffic control plan. It is anticipated that site visits will be conducted to verify that the project is being constructed in accordance with the plans and specifications. The project team will coordinate with UDOT environmental staff to discuss the proposed project action, assess the level of environmental documentation, and

3. WORK PLAN

determine resource surveys that are required for the Categorical Exclusion. Early communication with UDOT will assist in streamlining the environmental process—ensuring that the appropriate level of METHODS can lead the inspection effort or support the City, depending on their workload. METHODS will sample materials following APWA standards. METHODS will test concrete, aggregate properties, and densities, and perform density testing on granular materials. We will also resolve construction issues, review, respond to, and track submittals and RFI's. METHODS will prepare and provide Record Drawings (as-built drawings) to the City according to the contractor and construction manager's redlines. This will include PDF and AutoCAD drawing files for all sheets of the drawing set.

ASSUMPTIONS | For our cost proposal we assumed a three month construction time frame and the contractor would work five days a week. METHODS personnel will be on site daily but would not expect to be full time. There are times when our inspector would not need to be on site (removals, certain preparation work, etc.). Materials testing would be focused on quality assurance, with the contractor providing quality control.



CONSTRUCTION SURVEYING & STAKING

The METHODS survey team includes staff with over 15 years of combined work experience as surveyors at construction companies. This experience, along with our over 125 years of combined survey experience, makes us experts when it comes to staking. Our process for staking begins with a review of the design provided by the engineers. This acts as an additional QC before construction. Next, our experienced field staff meets with the contractor onsite to confirm what information they need for the requested staking. After each site visit, the raw data from the field crew is reviewed by our licensed staff to check for errors.

ASSUMPTIONS | For our cost proposal we assumed five full day trips for construction staking



POTENTIAL INNOVATIVE / CREATIVE SOLUTIONS



Our innovations and creative solutions are focused around the risks and challenges that are identified on the 4800 West project. Various issues could impact the progress of the 4800 West design and construction schedule. METHODS prioritizes proactive risk management as a cornerstone of quality design. We continuously identify and mitigate issues throughout the design process, adapting to unforeseen challenges. Regular meetings with Highland City and discipline leads will ensure that potential issues are addressed promptly. For the 4800 West design, initial issues and potential solutions have been identified. We will continue to monitor and address emerging issues throughout the project lifecycle.

ISSUE: Non-standard driveway access points along the corridor may impact the safety of ingress and egress movements for motorists, cyclists, and pedestrians.

SOLUTION: During the design process, METHODS will work with the City to contact the parcel owner to discuss the potential for better-defined access widths that will accommodate the needs of the property owner while improving safety for all transportation users.



ISSUE: Areas along the corridor have constrained geometric conditions that will be costly to widen to create an additional 10-feet for a multipurpose trail.

3. WORK PLAN



SOLUTION: In conjunction with the City, we will work to redefine the existing right-of-way (ROW) to reduce lane widths and center turn lane width. This will encourage slower traveling speeds and reduce the impact on the natural and built environment along the corridor.



ISSUE: There may be insufficient project funds.



SOLUTION: METHODS will prepare a construction cost estimate to compare with the programmed funding after the project team has defined the scope. METHODS will update the cost estimate at each milestone to ensure the scope fits within the funding available.



ISSUE: There are potential safety concerns along the corridor, such as sight distance concerns at Ridge Dr.



SOLUTION: In conjunction with Alpine City, METHODS will identify these locations and look for safety improvements, such as Rectangular Rapid Flashing Beacon (RRFB) crossing lights to alert motorists of pedestrians intending to cross the intersection.



ISSUE: Where widening is required, there will be an impact on existing utilities like Rocky Mountain Power Poles, fire hydrants, communication boxes, and other utilities.



SOLUTION: Early in the project, we will identify the utilities along the corridor, map the utilities, and determine the anticipated conflicts. In conjunction with Highland City, we will coordinate with the utility company to help them determine the necessary relocation.



ISSUE: At the intersection of SR-92 and 4800 West, because of the dual northbound left turn lanes, vehicles traveling straight have a significant adjustment to make through the intersection, creating unsafe driving conditions.



SOLUTION: As part of this project, METHODS will work with UDOT and create improvements to reduce the offset under the existing conditions. METHODS personnel have completed hundreds of projects with UDOT and understand UDOT Standards and processes to gain approval of the required design.



ISSUE: Managing the schedule may be a challenge: unexpected requests impact the design and the proposed design schedule.



SOLUTION: The METHODS team has completed numerous urban widening projects with the addition of multi-purpose trails, improvements, and we understand the importance of keeping the design on schedule, meeting deadlines, and keeping all entities involved and informed. Our schedule includes regular stakeholder meetings and deadlines for key tasks that will follow. We have also completed numerous projects with UDOT, which provide insight into the requirements for the UDOT approval process and for obtaining the contractor's construction permit.

3. WORK PLAN



MANAGEMENT APPROACH

PROJECT INITIATION

Our project management plan focuses on achieving the intended outcomes that accommodate Highland's vision for the corridor. To initiate the project and control the scope, we will discuss the following at the Team Kickoff Meeting:

- ✓ Identify members of the project team from the Highland City, Alpine City, and UDOT.
- ✓ Review the project history
- ✓ Discuss Community and Stakeholder engagement goals
- ✓ Review the finalized scope with Highland for preliminary engineering
- ✓ Present and discuss the critical-path (CPM) schedule to complete 100% design and advertise the project by April 1, 2026
- ✓ Review the budget available for the project, along with the possibility of adding funds, and if there is a target for the cost estimates that will be generated as the design evolves
- ✓ Identify risks, challenges, and opportunities along the corridor, along with potential solutions Highland City, Alpine, and UDOT would desire METHODS investigate, including bike mobility, pedestrian safety, and traffic operations

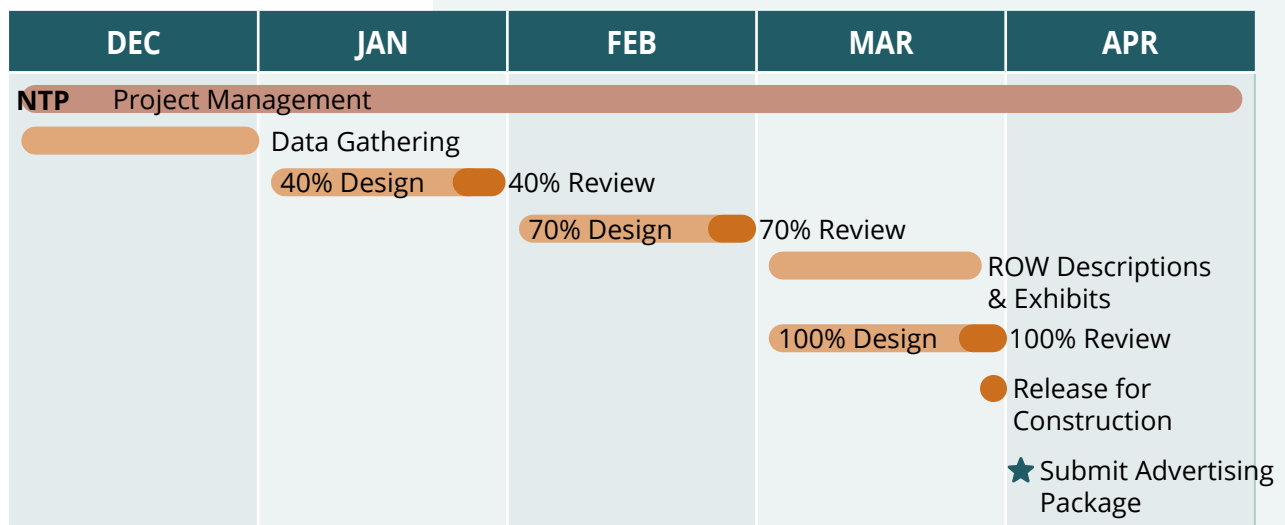
SCHEDULE

Our proposed schedule is aimed at achieving the plan of having the final design completed and the project advertised by April 1, 2026. To achieve this aggressive timeline, there are a few assumptions that are included in our proposed schedule. It is anticipated that agency reviews of the 40%, 70%, and 100% plans will be one week. METHODS' QC/QA will be conducted simultaneously with the agency reviews. ROW acquisition will not be finalized before advertisement. Because this is a Highland City project, it is anticipated that this will be advertised through Highland City and METHODS will provide the plans, project specifications, and estimate.

In the event that ROW acquisition holds up construction, we will provide a backup plan to allow the project to still make progress and initiate construction. For example, our team could identify any potential utilities that would need to be relocated, and initiate that work during the summer/fall of 2026. This would allow an efficient 2027 construction with major utilities out of the way. We used this approach on a pedestrian tunnel under SR-224 in Park City, and the contractor was able to minimize the traffic control impacting motorists and allow them to be more efficient when construction started.

SCHEDULE CONTROL

Gary will monitor the schedule and allocate the resources needed to complete tasks. To ensure the schedule is achieved we have found the following elements to be critical.



3. WORK PLAN

1 Dedicated Personnel:

We have hand selected personnel that are experienced in tight urban roadway design and are dedicated and committed to the success of this project.

2 Team Availability:

Our team is wrapping up the final design of the SR-224 BRT project for High Valley Transit in December of this year. We also have a deep bench that can support the team listed on the organization chart if the need arises and additional resources are necessary to meet project deliverables.

3 Qualified Individuals:

Our project manager (PM) and design team have completed projects along the Wasatch Front and we will apply this experience to ensure a successful 4800 West project.

COMMUNICATION PLAN

To help manage the project schedule and promote team communication, we propose the following team meetings:



Project Management

These typically include the agency PM(s) and the METHODS PM and will focus on evaluating project progress, identifying needs, and making necessary adjustments in the scope and schedule to achieve project goals.



Project Team

The focus of these meetings will be to obtain immediate feedback as design progresses. We will also identify risks, design opportunities, and constraints and discuss the cost implications of implementing the various design elements.



METHODS Internal Team

METHODS will hold project progress meetings with our METHODS staff and subconsultants to review work completed, assign weekly tasks, and collaborate amongst various disciplines.

COST CONTROL STRATEGIES



METHODS is known for delivering projects within budget, by actively managing our resources from the beginning to the end. We will prepare an appropriate scope and allocate the staff needed to deliver the project within the programmed budget. Gary will use weekly project reports to monitor costs and ensure a quality product is provided within the approved budget.

DELIVERABLES



Our design deliverables will be focused on the four major milestones:

- 40% Design and Review (similar to Geometry Review in UDOT's Design process)
- 70% Design and Review (similar to Plan in Hand in UDOT's Design process)
- 100% Design and Review (similar to PS&E in UDOT's Design process)
- Final advertisement documents that include stamped plans, specifications, and an engineer's estimate that includes the bid summary for contractors

In addition to these deliverables, METHODS will prepare an exhibit and description for up to 12 parcels that requires acquisition or a temporary construction easement.

3. WORK PLAN



ADVANTAGES

WHAT MAKES METHODS UNIQUE

CLIENT FOCUSED

METHODS' business model differs from traditional models by focusing on the clients' evaluation of project success rather than typical internal metrics. Our company organization is intentionally structured to be "flat". When the 4800 West project starts, we will organize our expert project team based on the technical expertise required, past client experience, and staff availability. Our clients' satisfaction and our excellent performance on individual projects are how our staff grow and progress in their careers. Because of this, each employee feels greater ownership in the quality and efficiency of their work.

REMOTE WORK

Our staff has successfully worked remotely for years. Based on our experience, a key component of successful remote work is ensuring each employee has a dedicated space set aside for work that is free from distractions and interruptions (which are all a requirement of METHODS' remote work plan). Benefits we've observed include:

- ✓ Greater employee ownership for the time they spend on projects (which leads to maximizing their productivity, providing optimal value for our clients, and encouraging timely project completion)
- ✓ Increased use of technology (i.e. instant messaging, video conferencing, etc.) to ensure collaboration
- ✓ Better work-life balance, reduced employee burnout, and unmatched employee retention

By allowing our staff to work remotely, we are able to maintain a smaller office space, which reduces our overhead costs. The benefit of this cost savings is directly passed along to our clients through reduced fees. METHODS provides all the expertise and diversity of services of a larger firm, but maintains only the minimum overhead costs needed to provide our clients with the professional services they need.

LOCAL EXPERTISE

Our staff has completed multiple projects for numerous municipal agencies over the last three years. We are also extensively experienced with various city and county standards throughout Utah, special service district standards, UDOT standards and processes, and other locally-adopted national standards. METHODS is well-versed in the roadway, environmental, structural, CM, hydraulic, traffic, signal, and surveying standards used in Utah. Some of the standards we use regularly include:



ROADWAY | We are familiar with APWA, UDOT, and various other city standard drawings and specifications. We also completed various national training programs such as the Roadside Safety Training Course, Railroad Coordination Training, UDOT Local Pedestrian Safety Training, and many others.



ENVIRONMENTAL | Our environmental team has 20 years of experience with all levels of environmental documentation and compliance, including Environmental Impact Statements, Environmental Assessments, Categorical Exclusions, environmental scans, resource surveys, and permitting applications.



STRUCTURAL | Our structural designers and geotech team adhere to Load and Resistance Factor Design (LRFD) standards as well as industry-standard geotechnical exploration and testing standards.



CONSTRUCTION MANAGEMENT | Our personnel are well-versed with APWA, AASHTO, and MSD construction regulations and requirements. We are also experienced in UDOT and federal requirements. Our personnel also have the certifications to perform all of the required testing.



HYDRAULICS | HEC 22, HEC 18, HEC 23, and NCHRP 24-20. Our Hydraulic Manager, Cathy Romero, is a Certified Floodplain Manager (CPM). HEC-RAS, SRH-2D, and HEC-HMS for hydrology, river modeling, and scour predictions. Storm drains and utilities are modeled using Civil 3D or Bentley Open Roads Design, enabling us to visualize clashes with utilities and mitigate them in a 3D rotated view during design.

3. WORK PLAN



TRAFFIC | Our traffic team has used the Utah MUTCD, AASHTO Green Book, Highway Capacity Manual, Highway Safety Manual, ITE Trip and Parking Generation Manuals, etc. extensively and are familiar with traffic engineering principles and standards.



SIGNALS | Our team is experts with the following design federal design standards: Utah MUTCD, AASHTO Roadway Lighting Design Guide, ITE Manual, and local (UDOT Signalized Intersection Design Guidelines, UDOT Roadway Lighting Design Guidelines, etc.) design standards.



SURVEY / ROW | This staff has completed projects for over 25 cities along the Wasatch Front. These projects have provided our team with the experience to understand what is required when coordinating with state, county, and city reviewers.



METHODS FOR GAINING ACCESS ONTO PRIVATE PROPERTY

METHODS staff are very familiar with projects that include widening and the acquisition of property. Inherent with these types of projects is the need to map adjacent properties to determine the impacts on the landowners. Many projects include a public involvement team, which can assist in contacting landowners to gain permission to access their property. In rare instances when permission to access the property can not be obtained, our survey group has utilized aerial and LiDAR systems to complete the mapping on those properties.



CITY COUNCIL AGENDA REPORT

ITEM #5c

DATE: December 2, 2025
TO: Honorable Mayor and Members of the City Council
FROM: Chris Trusty, City Engineer/Public Works Director
SUBJECT: Public Works Work Order System
TYPE: General City Management

PURPOSE:

The City Council will consider the purchase and implementation of asset management software.

STAFF RECOMMENDATION:

Staff recommends the purchase and implementation of the Atom AI Solutions enterprise asset management software.

PRIOR COUNCIL DIRECTION:

On June 19, 2025, Council approved the city budget which included funding for a new system to provide better asset management tools for the city's public works department.

BACKGROUND:

Currently, Highland City uses Iworqs for work orders, which is fairly basic software. Some of the downfalls of this software is that it is not as user-friendly as staff would like. The software does not have apps that could be installed on cellular or tabloid devices which then require staff to return to the office to mark a task as completed. Because of this inefficiency, this step is often not completed in a timely manner. In addition, there is no public user interface with Iworqs which requires staff to input resident concerns manually instead of allowing residents to do it themselves.

The criteria for the software reviewed by city staff consists of a worker-first format intended to be much more efficient. The goal was for the software to integrate the city's existing GIS database to provide geospatial referencing of existing system work orders, which will allow city staff to program daily work orders in a manner that accommodates the shortest route. Once completed, the work order can be marked as completed while staff is still onsite. Staff could also take pictures of completed work and log any specific details relevant to the work completed. Staff also wanted the software to be resident friendly and to be able to send reply notifications so that if the issue or concern came from a member of the public, they could be informed that the issue has been resolved.

In addition, staff considered the software's capabilities as an asset management tool. Asset management software allow for repairs on the city's infrastructure to be compiled and stored and tracked to better evaluate needed improvements and replacement. This can provide tracking on the remaining service life of city streets which, when used in conjunction with the City's expected road maintenance evaluation expected this spring, will allow public works staff to stay ahead of upcoming needed projects. Because this software will collect data on the time required to repair facilities, this can be used to track time and

costs spent repairing city infrastructure and can provide feedback to superintendents on the efficiency of their work crews.

City staff evaluated two separate software platforms which were AtomAI and Opengov. Both platforms perform the same basic functions as outlined above. Some of the differences between the two are that AtomAI works with a Google platform, allowing users to access the program through Google Earth and to use the street view application, which is a unique feature that staff felt would be beneficial when reviewing work orders.

The AtomAI platform was priced at \$15,000 per year for the first five years for the software license agreement, which is a discount of their typical \$20,000 annual fee. The implementation costs are a one-time fee charged throughout the implementation process not to exceed the quoted cost of \$67,600. The implementation time is expected to take between 6 and 18 months depending on how aggressive staff wished to be. The total costs for the first five years would be \$142,600.

The costs associated with the Open Gov software was priced at an implementation cost of \$51,510.23 and annual fees increasing each year starting at \$36,670.21, with a cost over the first four years of \$167,113.07. Their recommendation was to start with a few domains and add additional as we grow into the system. This cost is for the first three domains, Additional domains would be roughly 50-60% of these costs, so with an additional three domains we would expect costs to be \$60,000 annually.

FISCAL IMPACT:

For budgeting purposes, the cost of this purchase was estimated at \$110,000, including \$65,000 implementation and \$45,000 in subscription costs. Funding for this expense is included within the FY 2026 budget, being disbursed through all the Public Works divisions. Should the council elect to approve the purchase of the AtomAI system, the costs for the first year of \$82,600 would be evenly distributed through the individual public works divisions.

MOTION:

I move that City Council approve the purchase and implementation of the AtomAI Enterprise Asset Management Software.

ATTACHMENTS:

1. AtomAI Proposal



**AtomAI
Solutions**

Atom Enterprise Asset Management Software & Implementation

Prepared for:
City of Highland, UT
October 30, 2025

www.atom-ai.com

Change the Way You Work ✨



Company Background

AtomAI Solutions' origin dates back to 2014, when it began as an internal innovation team within SADA Systems, focused on helping government agencies modernize legacy technology and embrace cloud and geospatial transformation. Over nearly a decade of hands-on collaboration with cities, counties, state DOTs, and railroads, the team developed two flagship products:

- **Atom** – a powerful, flexible asset and maintenance management platform designed to help organizations manage assets, maintenance activities, and operational workflows.
- **Coordinate** – a right-of-way and project coordination tool that enables agencies to visualize, plan, and manage construction activities collaboratively.

In 2023, the full team and product suite officially divested from SADA to form AtomAI Solutions, Inc., an independent company dedicated to building connected, AI-powered solutions for the public sector. Since then, AtomAI has experienced rapid growth, expanded its platform to include **Permitting** and remains committed to building intuitive, familiar technology for the people who own and manage infrastructure, helping them work smarter, operate efficiently, and serve their constituency with confidence.



Our Vision

We shape the future of lifecycle asset management and infrastructure operations through worker-first technology that connects assets, data, and workflows to help organizations operate safely, efficiently, and sustainably.



Our Mission

We modernize how organizations manage assets, data, and operations with intuitive, connected technology built for the people who use it every day.

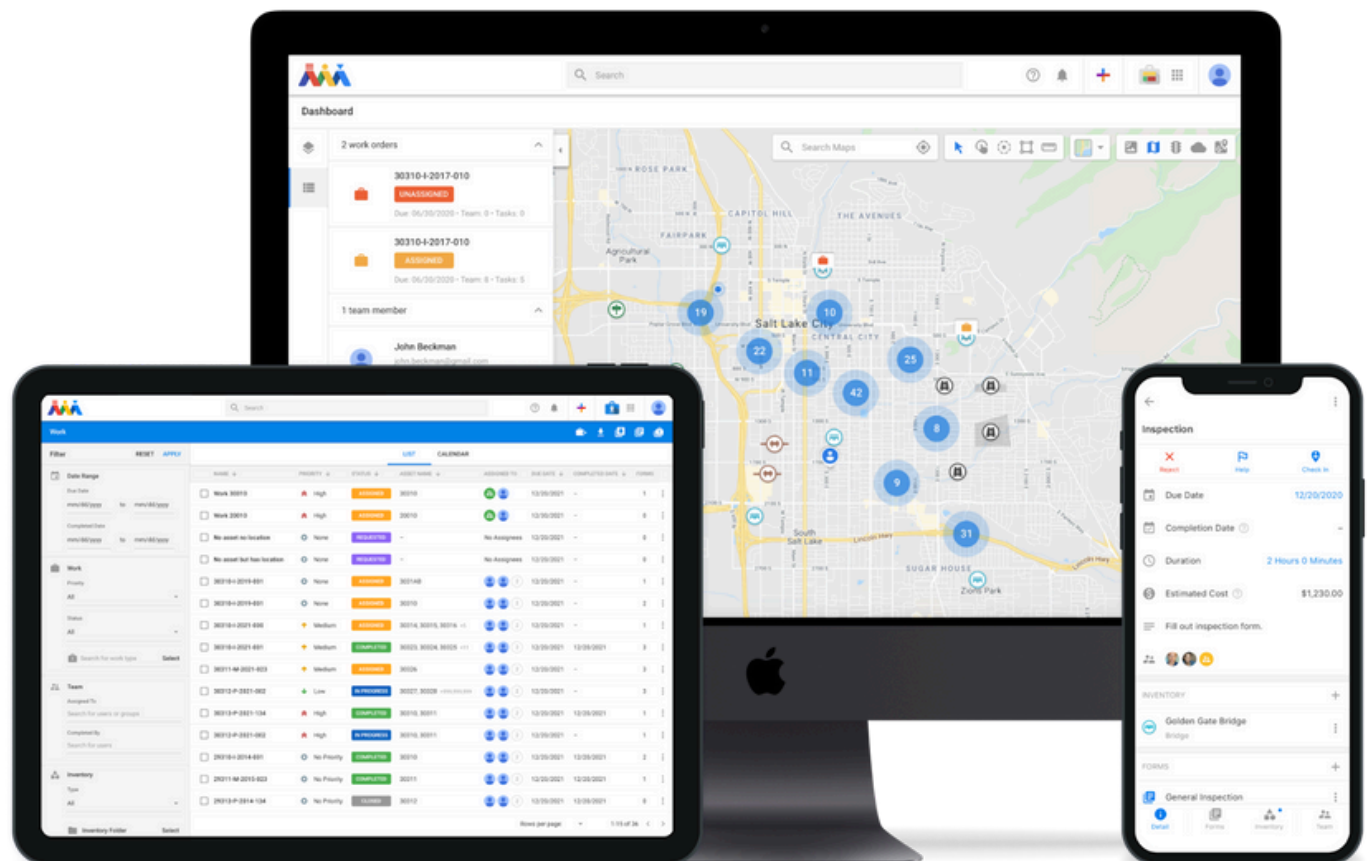
We believe workers are the engine of operational and data excellence. The data they capture and the information that flows from it provide the critical fuel that inspires confidence, gives purpose to work, and strengthens long-term stewardship.

We partner with our customers to deliver solutions that bring ease of use to every aspect of lifecycle asset management and infrastructure operations, connecting people, data, and workflows into one seamless, intuitive experience that empowers teams and strengthens organizational performance.

The AtomAI Suite

AtomAI delivers a suite of modern, connected solutions that help public agencies and infrastructure organizations manage assets, coordinate projects, and streamline permitting in one cohesive ecosystem.

Our software solutions are purpose-built to help public and private organizations thrive in the 21st century—with intelligent tools, simple user experiences, and a connected platform designed to save time, reduce costs, and empower the people to manage work.



Our Solutions

Atom

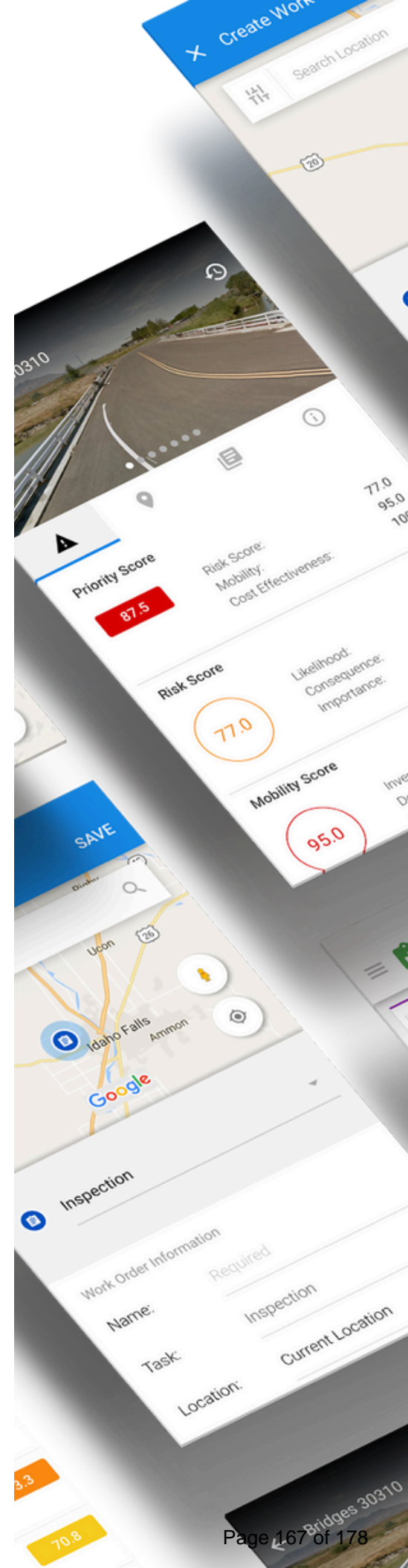
Atom is an enterprise asset and maintenance management platform that helps organizations track, maintain, and optimize physical assets. It provides a centralized system for managing asset information, scheduling maintenance, and streamlining operations to improve efficiency, reduce costs, and maximize the asset lifecycle.

Coordinate

Coordinate is a right-of-way and project coordination platform that helps agencies, utilities, and their partners plan, visualize, and synchronize capital projects within the right-of-way. It provides a centralized system for managing project data, coordinating stakeholders, and mapping planned work to reduce conflicts, minimize costly rework and disruptions, and optimize infrastructure investments.

Permitting

Permitting is a permit management platform that helps public agencies automate and streamline applications, reviews, approvals, inspections, fees and reporting. It provides a centralized system for managing complex workflows, connecting departments, and communicating with applicants to improve transparency, automate tasks, and enhance agency and customer experience.



Project Proposal

Atom Enterprise Asset Management Software & Implementation

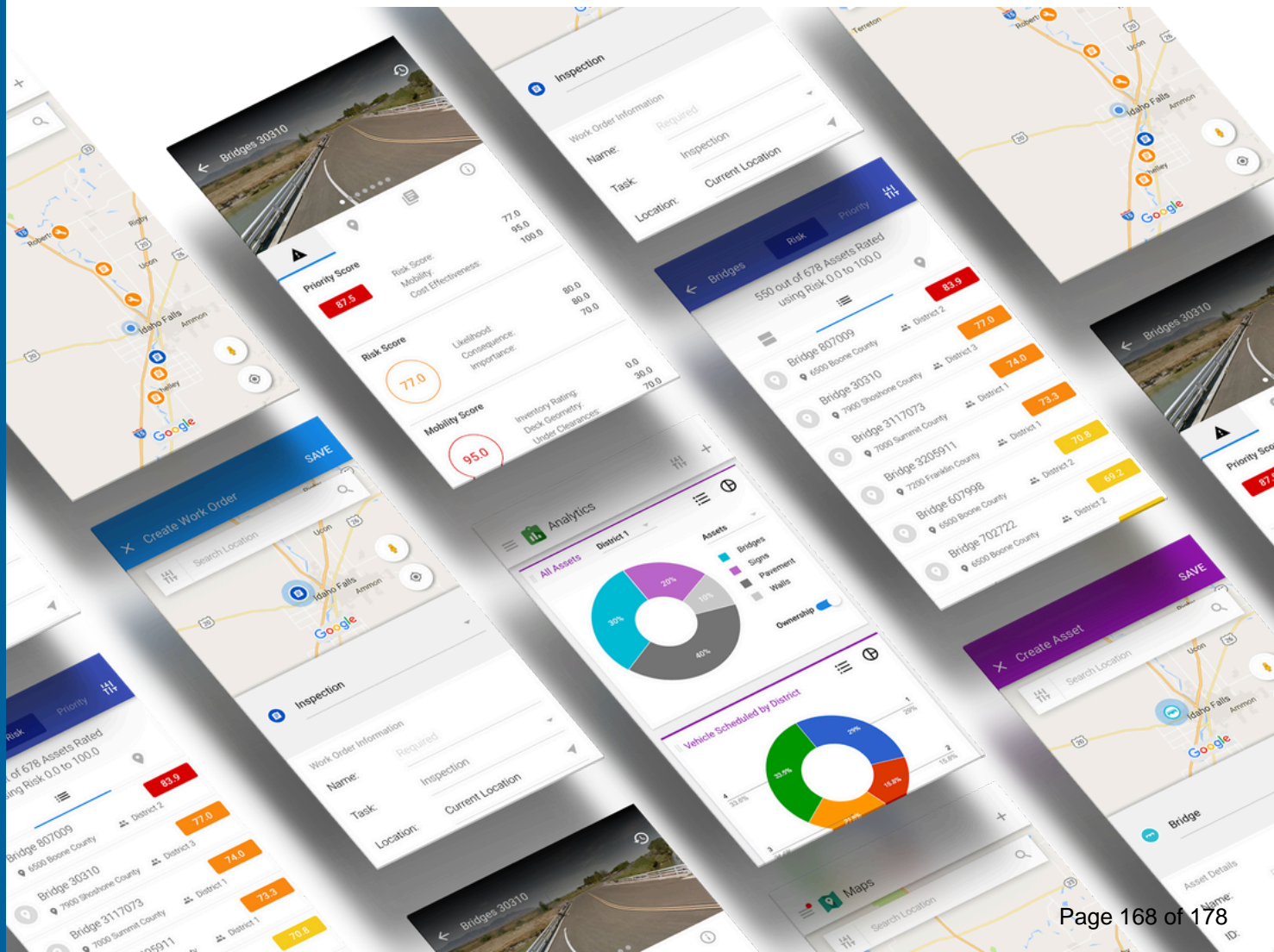
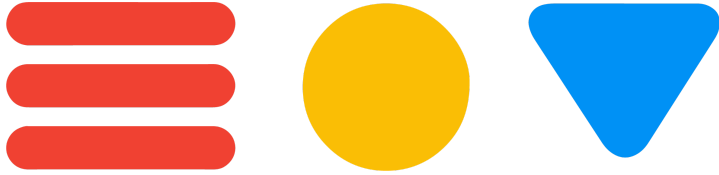


Table of Contents



Executive Summary.....2

AtomAI’s Connected Vision for Modern Infrastructure..... 4

AtomAI’s Difference: Field-to-Finance Alignment.....4

AtomAI’s Collaborative Implementation Services.....5

 Project Charter.....6

 Project Schedule.....6

 Table 1: Project Milestones and Estimate Duration..... 6

 Project Staffing.....8

 Project Communication..... 9

 Project Fees.....9

 Software Licensing..... 9

 Annual Software License Fees.....10

 Table 2: 5 Year Software License Cost.....10

Executive Summary

AtomAI Solutions, Inc. is pleased to propose **Atom™** to **Highland City, Utah** — a next-generation asset and work management platform built for modern public infrastructure. Hosted on Google Cloud, Atom combines a worker-first design with seamless ArcGIS® integration and a familiar Google-style interface.

Atom unites the power of **ArcGIS and Google Maps** in one intuitive experience. ArcGIS remains the authoritative system of record for asset data and analytics, while Atom extends its value through a Google Maps-driven interface that boosts usability, productivity, and user adoption.

We propose our **Collaborative Implementation Services Approach**, tailored specifically to Highland City’s needs and resources. This hands-on model emphasizes early discovery, iterative configuration, comprehensive training, and strong post-launch support to ensure long-term success. The project is expected to take **approximately 4–8 months** from kickoff through go-live, following a **time-and-materials delivery model** designed to align with the City’s availability and evolving needs.

Professional services will be delivered at **\$225 per hour for remote work** and **\$2,750 per onsite day**, ensuring transparent, predictable billing while maintaining flexibility to adjust scope as needed. Our goal is to work collaboratively with Highland City to deliver a cost-effective implementation that maximizes internal participation and knowledge transfer—reducing total project costs over time.

AtomAI is also pleased to extend a **discounted software license of \$15,000 per year** for the first five years—representing a **\$5,000 annual savings** from our standard rate of \$20,000 per year. This partnership-driven pricing reflects our commitment to supporting public agencies in modernizing operations responsibly, ensuring Highland City receives a scalable, modern platform that delivers exceptional value both now and in the future.

Cost Summary

Period	Software	Services	Total
Year 1	\$15,000	\$67,600	\$82,600
Years 2–5	\$15,000/year	–	\$60,000
Total (5 Years)	\$75,000	\$67,600	\$142,600

Key Benefits for Highland City

- **Worker-First Design:** Simple web and mobile apps powered by Google technology.
- **ArcGIS & Google Maps Integration:** Combines authoritative data with real-world context.
- **Configurable Platform:** No-code tools to adapt assets, workflows, and dashboards.
- **Ask Atom AI Assistant:** Gemini-powered assistant for insights.

- **Google Cloud Infrastructure:** Secure, scalable, and API-driven.
- **Best-in-Class Support:** U.S.-based support and a dedicated Client Success Manager.

Thank you for the opportunity to present this proposal. Based in Saratoga Springs, Utah, I spent 19 years with Cityworks (Trimble) helping agencies modernize and optimize their asset management strategy and technology. I'm honored to bring that experience to **AtomAI** and look forward to partnering with Highland City to implement a modern, intuitive asset management platform built for the future.

This document serves as a **proposal only** and does not constitute a binding agreement. Upon selection, AtomAI Solutions will provide formal **Software Licensing** and **Professional Services Agreements** for review and execution, and will collaborate with **Highland City** to address any client-required terms and conditions. All pricing, fees, and discounts outlined in this proposal are **valid for ninety (90) days from the proposal date of October 30, 2025**.

Visit atom-ai.com for more information, user stories and industry insights.

Sincerely,



Matt Harman

Sr. Vice President, Sales & Partnerships

801-300-069

matt.harman@atom-ai.com

AtomAI's Connected Vision for Modern Infrastructure

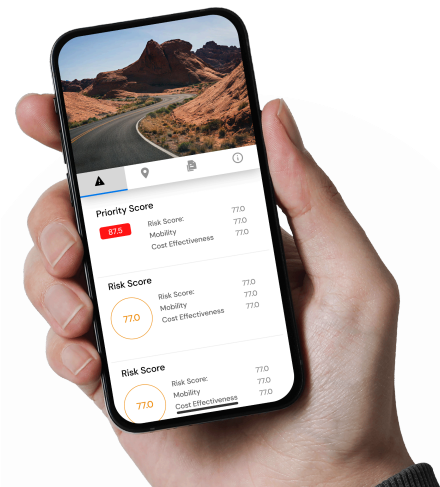
At AtomAI, we understand both the challenges and opportunities of managing public infrastructure in the 21st century. Like many growing communities, Highland City manages critical assets across Public Works, Parks, and Fleet divisions that need to work together seamlessly. Through this modernization effort, we aim to help the City unify asset management and maintenance under one platform, reinforcing Highland's commitment to efficiency, collaboration, and smarter service delivery.

At the center of this effort are the people who keep Highland running—maintenance crews, field staff, and supervisors who deliver essential services every day. These workers make up the majority of system users, and their ability to quickly learn and adopt new technology determines project success. Every inspection, repair, and work order they complete creates the data that drives performance, informs budgets, and guides leadership decisions.

We built AtomAI for them. Our intuitive, Google-inspired design helps field staff find assets, complete tasks, and capture data easily and accurately. This reduces friction, streamlines workflows, and makes daily work more efficient and rewarding. When field teams have better tools, the entire organization benefits. Accurate field data powers smarter analysis, supports evidence-based budgeting, and builds transparency for leaders, residents, and the community at large.

AtomAI's Difference: Field-to-Finance Alignment

We believe every data point collected in the field should strengthen financial insight, risk awareness, and operational performance. Our goal is [Field-to-Finance](#) alignment that connects field data with the financial and strategic intelligence leaders need to manage assets proactively.



The Atom Platform serves as a central hub that unites systems so information flows accurately, securely, and efficiently across departments. With the Atom mobile app, crews capture information once—at the source—reducing re-work and ensuring accuracy. Easy, intuitive mobile tools empower field staff and form the foundation of every successful asset management modernization effort.

Through automation, data captured in the field flows seamlessly to connected systems, eliminating duplicate entry and improving data quality. Whether it's time sheets, ArcGIS updates, 311/811 requests, or other integrations, AtomAI delivers a unified mobile experience for field workers and a powerful back-office platform with robust integration and analytics capabilities.

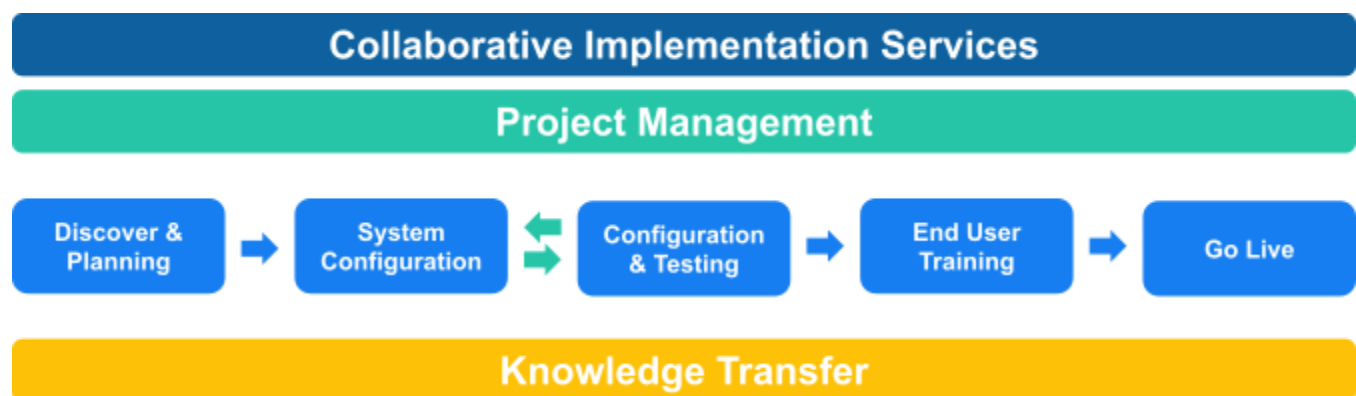
Our built-in analytics and natural-language AI (*coming soon*) transform this data into actionable dashboards that visualize asset health, service levels, maps, and lifecycle costs—turning daily maintenance into measurable performance. This approach reflects the core The Institute of Asset Management (“IAM”) principle of *The Big Picture* (value, alignment, leadership, assurance) as outlined in their knowledge library: [The Big Picture](#).

AtomAI's Collaborative Implementation Services

The AtomAI Team's guiding principle is to understand how users want to interact with the platform to get their work done, and then translate that understanding into a clean, intuitive interface that simplifies data entry and delivers meaningful reports and analytics to support informed decision-making.

To support this, we've developed our **Collaborative Implementation Services** project approach, specifically designed for mid-size organizations like the **City of Highland**. This approach strikes the right balance between **flexibility, knowledge transfer, and cost control**, ensuring the system is configured around your unique workflows while building internal expertise from day one.

Our goal is to make your team **self-sufficient** in managing and evolving the system over time. We actively involve city staff throughout the project, transferring knowledge as we configure AtomAI together. As part of this, we incorporate a **train-the-trainer model to build internal champions** and enable broad, ongoing user training. We also engage in **shared dashboard and report creation sessions**, working alongside your staff so they can confidently build and adapt their own in the future.



Customer involvement is central to AtomAI's implementation process. At every step, Highland staff will review and validate users, assets, schedules, and workflows prior to configuration. We also prototype key integrations and processes for city feedback before any system-wide setup begins. This hands-on approach not only ensures the solution meets the city's needs, it also accelerates learning and builds internal confidence.

By actively engaging staff throughout the project, we reduce reliance on external resources and create a more cost-efficient implementation. The result is a system tailored to Highland's goals, with a team fully equipped to manage and evolve it long after go-live.

Project Charter

Prior to the project kickoff we will establish a project charter that contains key project details including the project team members from Highland and AtomAI, a communication plan, assumptions, constraints, risks and dependencies. The charter helps ensure the project proceeds efficiently and helps guide all parties throughout the duration of the project.

Project Schedule

The implementation of AtomAI for Highland City is expected to be completed within **4–8 months** from project kickoff. Table 1 summarizes the key project milestones; durations are provided as estimates only.

The City will work with the AtomAI Project Manager to allocate the professional services budget between remote and onsite time. For example, the City may choose to adjust the number of onsite days as the project progresses. All work will be billed on a time-and-materials basis according to the delivery method. A detailed project plan and schedule will be finalized and provided during the project kickoff meeting. Table 1 shows the project milestones with sample durations.

Project duration is dependent on several factors, including the City's ability to dedicate resources, provide necessary data, and participate in review sessions. The **primary risk to schedule delays** is the readiness and availability of City staff to collaborate with AtomAI in documenting and defining the current ("as-is") and future ("to-be") workflows and data requirements. AtomAI will work in good faith with the City to maintain momentum and deliver the implementation as efficiently as possible.

Table 1: Project Milestones and Estimate Duration

Milestone	Description	Deliverables	Remote Hours (Est.)	Onsite Days (Est.)	Cost Estimate
1	Project Kick-Off: Align scope, schedule, roles, and working cadence.	Slide deck, meeting notes, interview schedule	2		\$450
2	Project Plan: Finalize comprehensive project planning docs.	Project charter, comms, training, change mgmt	2		\$450
3	UAT Access: Set up test environment and authentication.	UAT setup, authentication verified, access confirmed	4		\$900
4	First Onsite User Interviews: Gather stakeholder use cases.	Interview schedule, preliminary requirements	2	1	\$3,200

5	First Onsite Detailed Discovery: Deep dive into workflows, data, and gaps.	Refined requirements, gap analysis	2	1	\$3,200
6	Inventory Portal: Configure inventory structures and test data.	Data dictionary, hierarchy, schemas, testing	24		\$5,400
7	Work Portal: Configure work/task templates.	Work/task templates, testing	24		\$5,400
8	Team Portal: Set up roles, permissions, and directory.	RBAC matrix, roles, directory config	8		\$1,800
9	Product Implementation: Build workflows and resolve config gaps.	Final workflows, prototypes, refinement	24		\$5,400
10	Integrations: Implement and test integrations.	Diagrams, scripts, testing, sign-off	24		\$5,400
11	Analytics Configuration: Build and test reports and dashboards.	Reports list, UAT cards	24		\$5,400
12	UAT: End-to-end testing and validation.	Test scripts, tracker, issue resolution	16		\$3,600
13	Second Onsite Training: Train staff and deliver materials.	Training guide, plan, Knowledge Center	8	2	\$7,300
14	Second Onsite Executive Sign-Off & Go-Live: Deploy system and finalize approvals.	Go-live, sign-off docs, SLA support	8	1	\$4,550
Total Core Configuration			172	5	\$52,000
Contingency (30%)			–	–	\$15,600
Total Project Budget (Recommended)			–	–	\$67,600

Project Staffing

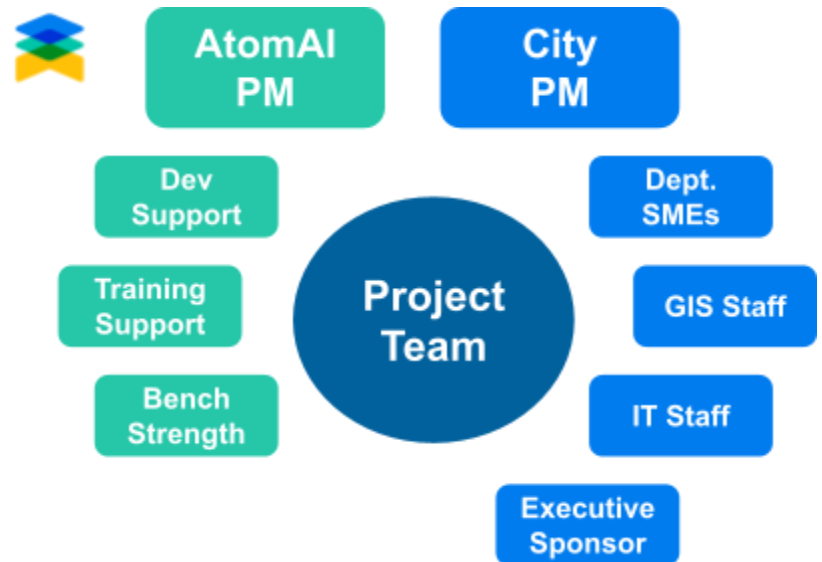
Successful projects are built on strong collaboration. This section outlines the key personnel supporting Highland City's AtomAI implementation and how we'll maintain clear communication throughout. AtomAI emphasizes transparency, teamwork, and partnership in every phase of delivery.

AtomAI Project Manager

AtomAI will assign a certified Project Manager (PM) to lead implementation and ensure on-time, in-scope delivery. Our PMs combine project management and technical expertise, overseeing configuration, integration, training, and change management. They will coordinate additional AtomAI specialists as needed to achieve a successful go-live.

City Project Manager

The City will designate a primary project lead as AtomAI's main point of contact. This individual will coordinate internal teams, manage schedules, and ensure alignment across departments. Ideally, they dedicate 50–100% of their time to the project and later serve as the system administrator to promote continuity and reduce long-term costs.



Departmental Subject Matter Experts (SMEs)

Each department will identify SMEs to join workshops and configuration sessions. Their input will shape workflows, reporting needs, and data requirements—ensuring AtomAI supports real-world operations and interdepartmental collaboration.

GIS Staff

AtomAI integrates with both Esri ArcGIS and Google geospatial tools. The City's GIS staff will help align AtomAI with existing data, optimize schema and layer configurations, and enhance usability for field crews and reporting.

IT Staff

As a cloud-based application on Google Cloud, AtomAI requires minimal local infrastructure. IT staff will assist with SSO setup, API access, device readiness, and compliance/security requirements.

Executive Sponsorship

Active executive sponsorship ensures alignment with citywide goals and visible support across departments. Engaged leadership helps remove roadblocks, encourage collaboration, and communicate AtomAI's long-term value to residents and elected officials.

Project Communication

Effective communication is central to a successful implementation. AtomAI will establish preferred communication formats and frequency in collaboration with the city's project lead. Primary methods will include email, phone, and video calls. All key decisions will be documented in writing and confirmed via email by the city's project lead. At a minimum, AtomAI will schedule:

- **Weekly check-ins** between the AtomAI Project Manager and the city's primary contact to review progress, address open items, and coordinate changes.
- **Monthly stakeholder meetings** to align departments, review milestones, and prepare for the upcoming month.

AtomAI emphasizes a collaborative, transparent approach throughout implementation. The project team has a shared responsibility to work collaboratively to ensure all parties stay aligned and engaged through effective communication.

Project Fees

We recommend a Professional Services budget of **\$67,600, which includes \$52,000 for core system configuration and a 30% contingency (\$15,600)** to support any additional needs identified during implementation.

Services will be billed at **\$225 per hour**, with a minimum billing increment of **30 minutes** and **15-minute intervals** thereafter. For any onsite services, a **daily travel rate of \$2,750** will apply, with a **two-day minimum per trip**. This rate covers all time, travel, and expenses associated with in-person support.

This budget represents a **good-faith estimate** based on successful AtomAI implementations in similar municipalities across the U.S. Our **Collaborative Implementation approach** empowers city staff early in the project, allowing them to participate in configuration activities and potentially reduce overall costs. Any unused portion of the budget will remain with the city.

AtomAI will provide **invoices and task summaries** on a mutually agreed schedule (e.g., bi-weekly, monthly) to ensure full transparency throughout the engagement. Should additional time be required beyond this scope, it will be discussed and approved in advance, and billed at the same hourly and daily rates.

Software Licensing

AtomAI's licensing philosophy is designed to eliminate complexity while maximizing value. We offer One platform. One price. All users. Our licensing model is simple, transparent, and designed for long-term sustainability. As a Commercial Off-the-Shelf (COTS) SaaS platform, Atom is delivered as a single, enterprise-wide SaaS solution hosted entirely on Google Cloud Platform.

The City of Highland will benefit from a **single annual subscription** that includes all software functionality, hosting, updates, support, and security—without additional module or user-based fees. This approach provides predictable budgeting and ensures every department and field user can leverage the full power of the Atom platform.

Single-Tier SaaS Subscription

- **Unlimited Users:** All City staff—field, office, and leadership—can access Atom without per-user licensing or role-based pricing.
- **All Features Included:** Every functional area (Asset Registry, Work Management, Inspections, Inventory, GIS, and Analytics) is available from day one.
- **Continuous Enhancements:** Regular product updates and feature improvements are automatically deployed at no additional cost.
- **Hosting and Backups Included:** Atom is fully hosted in Google Cloud’s environment with automated backups, redundancy, and disaster recovery.

Key Licensing Advantages for the City of Highland

- **Predictable Annual Cost:** One all-inclusive SaaS fee ensures straightforward budgeting.
- **Enterprise Scalability:** The City can grow user adoption without triggering new costs or contract amendments.
- **Future-Proof Platform:** Atom automatically delivers new capabilities, AI tools, and reporting enhancements as part of the subscription.
- **Security and Compliance:** Built on Google Cloud with alignment to SOC 2 standards.
- **Inclusive Access:** Every user, from field crews to finance, benefits from the same tools, analytics, and mobile experience.

City Hardware & Software Responsibility

To ensure a successful deployment, the City of Highland will be responsible for providing end-user devices (desktop computers, tablets, and mobile phones) that meet Atom’s minimum browser and connectivity requirements which we’ve included in the appendix. Additionally, the City will need to verify software license agreements for any existing systems that require integration with Atom to ensure compliance with vendor licensing terms and API/data-access permissions.

Annual Software License Fees

AtomAI is pleased to offer Highland City a discounted software license of \$15,000 per year for the first five years—a *\$5,000 annual savings from our standard \$20,000 license rate. This represents a total savings of \$25,000 over five years.* We’re extending this reduced rate as part of our commitment to helping smaller public agencies modernize their operations and strengthen public works through accessible, scalable technology.

Table 2: 5 Year Software License Cost

Year	Annual Fee
Year 1	\$15,000
Year 2	\$15,000
Year 3	\$15,000
Year 4	\$15,000
Year 5	\$15,000
Total (5 years)	\$75,000