



Memo

To: Mayor and Hayden City Council

From: Dulci Kau, PE, City Engineer

Date: 10/13/2026

Agenda Item: Approval of Iteris's Proportionate Share Analysis Scope of Work and Fee

Agenda Item Location

Consent

Background and Recommended Action or Motion

The City has a master agreement with Iteris to perform work as needed. This scope of work will analyze the proportionate share of the impact on the transportation system from four proposed developments between Hayden Avenue and Prairie Avenue, and Huetter Road and Atlas Road. A proportionate share analysis is required by state statute.

Staff recommends City Council approve, and permit the Mayor to sign, the scope of work and fee not to exceed \$9,520 from Iteris to perform the proportionate share analysis.

Functional Impact of Authorizing

Approval will allow the City to complete the required proportionate share analysis.

Fiscal Impact

This authorizes \$9,520 to be spent out of the General Fund (110). This cost was not anticipated; however, the remaining balance is sufficient to cover this expense.

Budget Funding Source / Transfer Request

GL 110-411-53405

Attachment

Participation Agreement for Financing the Honeysuckle Ave & Government Way Intersection



TIA

Revised

Proposal to Complete a Proportionate Share Analysis of Three (3) Concurrent Traffic Impact Studies Surrounding the Hayden Corridor

October 1, 2026

Submitted to:



11477-275.26 | Prepared by Iteris, Inc.

Acceptance and agreement of attached proposal is hereby acknowledged.

By: _____ on the _____ day of _____, 2026.

Title: _____

October 1, 2026

City of Hayden
Dulci Kau, PE
City Engineer
8930 N. Government Way
Hayden, ID 83835

Re: **Revised** Proposal to Complete a Proportionate Share Analysis of Four (4) Concurrent Traffic Impact Studies Surrounding the Hayden Corridor

11477-275.26

Dear Ms. Kau:

Iteris, Inc. (Iteris) is pleased to submit this proposed scope of work and fee to complete a proportionate share analysis document including three (3) identified developments along the Hayden Corridor.

Iteris proposes Ms. Jennifer Emerson-Martin, PE, as Project Manager for this project. She will be the principal contact for the City of Hayden and other entities per the City's direction for this task order. Ms. Emerson-Martin will oversee work from project inception to completion and will also be responsible for coordinating staff activities and meetings.

Thank you for the opportunity to work with the City of Hayden. Please feel free to contact me at **(509) 309-8581** should you have any questions or require additional information.

Sincerely,

Iteris, Inc.



Jennifer Emerson-Martin, P.E.
Associate Vice President
Mobility Professional Solutions

1 BACKGROUND

There have been three recent traffic impact analysis studies which result in significant impacts on intersections within the City of Hayden. The three studies include:

- **Battleground Subdivision:** located along the west side of Carrington Street, between Hayden Avenue and Honeysuckle Avenue. Including single-family and multi-family developments only.
- **Northwinds Subdivision:** located along the east side of Huetter Road, between Hayden Avenue and Prairie Avenue. Including single-family development only.
- **Hayden Sky Development:** located on the north side of Hayden Avenue between Huetter Road and Carrington Street. Development includes single-family homes and light industrial lots.

** As a note, a fourth study was also completed, but is omitted from this proposed analysis:*

- **Hazelnut Glen Subdivision:** located along the north side of Prairie Avenue, west of Carrington Lane. Including single-family development only.

Intersections with significant impacts are summarized in the table below:

Intersection Mitigation	Battleground Subdivision	Northwinds Subdivision	Hayden Sky Development
Hayden & Huetter	Y	Y	Y
Prairie & Huetter	Y	Y	N
Prairie & Carrington	Y	N	N
Prairie & Ramsey	Y	N	N
Prairie & Atlas	Y	Y	N
Honeysuckle & Atlas	Y	N	N
Hayden & Carrington	Y	Y	Y

The purpose of this scope of work is to use data from the final completed studies, along with the background growth from the previous City of Hayden travel demand model (as developed for the 2040 TSP) to calculate background traffic and the related proportionate share.

** As a note, there is a newer City of Hayden travel demand model, however, the prior version of the model which was developed for the 2040 TSP was the model used during the analysis for the three (3) studies included in this analysis.*

2 SCOPE OF WORK

Iteris has developed the following scope of work for the proposed combined Hayden Corridor proportionate share analysis.

TASK 1. PROJECT MANAGEMENT

This task would consist of project administrative functions, which generally include all administrative tasks required to initiate the project contract: establish the project accounting protocols, establish invoicing procedures, and perform regular financial tracking, reporting, and invoicing. Other administrative functions include monitoring staff effort on project tasks, directing staff effort on specific tasks, and project communications (e.g., emails, phone calls).

TASK 2. PROPORTIONATE SHARE ANALYSIS

Iteris will compile trip information from the fully completed TIA's, along with cumulative growth trip information from the City of Hayden travel demand model to calculate proportionate share values for the four identified TIA's.

The proportionate share analysis will be completed for the years of 2018 and 2030, consistent with the updated City of Hayden travel demand model.

Additionally, the trips will be summarized based on three criteria:

- Project trips
- Trips starting and/or ending in Hayden
- Trips not starting and/or ending in Hayden

Deliverables

- Proportionate Share Summarized Information in Excel Format

TASK 3. DOCUMENTATION & MEETINGS

A draft technical memo documenting the proportionate share findings will be submitted to the City of Hayden for review and comment. A final version of the memorandum will be prepared incorporating revisions based on the comments received. This scope of work assumes Iteris will attend up to two meetings total with City staff.

Deliverables

- Draft & Final Proportionate Share Memorandum

3 SCHEDULE

Iteris will commence work within one (1) week of receipt of signed agreement and anticipates a schedule of four (4) weeks for completion of the draft peer review memorandum.

4 FEE PROPOSAL

Iteris' cost estimate for this project is **\$9,520** as detailed in **Table 1**.

Table 1: Iteris' Cost Estimate

TASK		Project Manager	Engineer	Administration	STAFF HOURS	COST
Billing rates		\$260	\$190	\$120		
1	Project Management	4		2	6	\$1,280
2	Proportionate Share Analysis	12	12		24	\$5,400
3	Documentation & Meetings	8	4		12	\$2,840
Total Iteris Labor Hours		24	16	2	42	-
PROJECT TOTAL						\$9,520