

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 12/08/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Item Number: <u>C-5</u>                                                                |  |
| <b>AGENDA ITEM: Approval of Professional Services Agreements with Advantec Consulting Engineers, Fehr and Peers Transportation Consultants, KOA Corporation, Mobility Solutions, and Willdan Engineering for Traffic Engineering Consulting Services.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                        |  |
| Contact Person/Dept.: Mate Gaspar/PW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Phone Number: (310)-253-5602                                                           |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification: Master E-Mail Notification List (12/03/08) and Advantec Consulting Engineers, Fehr and Peers Transportation Consultants, KOA Corporation, Mobility Solutions and Willdan Engineering on (12/02/08).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                        |  |
| Department Approval:<br>Charles D. Herbertson (11/25/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) 12/02/08)                        |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by M. Noller) (12/02/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | City Manager Approval:<br>Jerry B. Fulwood (12/02/08)                                  |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approve professional services agreements with Advantec Consulting Engineers, Fehr and Peers Transportation Consultants, KOA Corporation, Mobility Solutions, and Willdan Engineering, for on-call Traffic Engineering Consulting services in an aggregate not-to-exceed amount of \$250,000.</p> <p><b><u>BACKGROUND:</u></b></p> <p>Over the years staff has utilized consultants to augment traffic engineering services for Culver City. For example, several of the recent consultant services included:</p> <ul style="list-style-type: none"><li>• Traffic signal warrant study for McLaughlin Avenue and Washington Boulevard and Berryman Avenue and Washington Boulevard</li><li>• Traffic signal study at Overland Avenue and Washington Boulevard intersection</li><li>• Traffic study review of Exposition light rail project</li><li>• General neighborhood traffic management plan studies</li><li>• Design of Buckingham Parkway/Sumner pedestrian crosswalk</li></ul> <p>The existing contract with KOA Corporation for on-call traffic engineering consultant services will soon reach its not-to-exceed fee limit. The contract was originally approved in 2004 in a not-to-exceed amount of \$75,000 and amended in May 2008 for an additional amount of \$10,000.</p> |  |                                                                                        |  |

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**DISCUSSION:**

The Public Works Department/Engineering Division is responsible for providing traffic engineering services to the public. The positions that provide these services are the Traffic Engineering Manager, Engineering Technician, and two part-time traffic engineering consultants. The consultants primarily work on development projects. The Public Works Director/City Engineer and Engineering Services Manager supervise these positions. The Traffic Engineering Manager and the Engineering Technician have responsibilities such as preferential parking studies, researching and writing reports for consideration at the traffic committee meeting, meeting with residents on neighborhood traffic management plan concerns, responding to questions at the public counter, working with other City departments, answering resident inquiries on the telephone, and traffic engineering permit issuance. With these work responsibilities along with a capital improvement program it is necessary to augment staff with consultants, principally for project design, construction management, and inspection services.

This year's capital improvement project budget includes several projects that necessitate the usage of consultant support, including:

- P-429 Traffic Signal Upgrade – design of new left turn lanes at Washington Boulevard and Sepulveda Boulevard, Washington Place and Sepulveda Boulevard, and Washington Boulevard and Inglewood Avenue
- P-599 Neighborhood Traffic Management Plan studies
- P-909 Design of new traffic signal at Washington Boulevard and McLaughlin Avenue
- P-913 Duquesne Boulevard widening study
- P-914 Overland Avenue/Jefferson Boulevard capacity enhancement study
- Traffic control plans on major capital improvements projects

Staff contacted various traffic engineering consultants and requested that they send Statement of Qualifications (SOQ) for consideration to be on an on-call list. These consultant firms are well known and have successfully worked with staff in the past on other projects. The following firms are recommended to be on the on-call list.

1. ADVANTEC Consulting Engineers of Diamond Bar
2. Fehr and Peer Transportation Consultants of Santa Monica
3. KOA Corporation of Monterey Park
4. Mobility Solutions of Diamond Bar
5. Willdan Engineering of City of Industry

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All five firms may receive a simplified request for proposal for each project depending on their availability and expertise. Each proposal will then be reviewed based on the proposed services, time to complete the work, and fee, and then one firm can be selected (not necessarily based on lowest proposed fee) and approved administratively by the Public Works Director/City Engineer. Having this process will ensure that services and costs are efficient and in the best interests of the City. Having five exclusive contracts, as recommended by staff, will save time so that staff will be better able to focus on addressing public needs.

These consulting firms are capable and will provide errors and omission and liability insurances at \$1 million each. The City retains the right to terminate these agreements upon thirty days' notice at any time during the term of agreements. Also, the City will have the right to contract with other consultants when it is in the City's best interest.

Staff is estimating that a total aggregate not-to-exceed cost of \$250,000 will be sufficient to support the capital improvement program for the next several fiscal years.

**FISCAL ANALYSIS:**

These consultant firms will be paid for their services using funds already set aside for engineering services within the budgets of various capital projects that their consulting work will be associated with. Sufficient funds are currently available in these capital projects; therefore, no new allocation of funds is requested.

**ATTACHMENTS:**

1. ADVANTEC Consulting Engineers Statement of Qualifications
2. Fehr and Peer Transportation Consultants Statement of Qualifications
3. KOA Corporation Statement of Qualifications
4. Mobility Solutions Statement of Qualifications
5. Willdan Engineering Statement of Qualifications

**MOTION:**

That the City Council:

1. Approve professional services agreements with Advantec Consulting Engineers, Fehr and Peers, KOA Corporation, Mobility Solutions, and

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Willdan Engineering, for on-call Traffic Engineering Consulting services in an aggregate not-to-exceed amount of \$250,000; and

2. Authorize the City Attorney to review/prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.