

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

Meeting Date: 02/22/10		Item Number: A-1	
CITY COUNCIL AGENDA ITEM - BUDGET AMENDMENT - (1) Approval of a Professional Service Agreement with Minagar and Associates to provide for the Synchronization and Optimization of the City's Traffic Signal Network and (2) Approval of a Related Budget Amendment			
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Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: (E-Mail) Agenda and Meetings – City Council (02/17/10), (E-Mail) Minagar and Associates (02/17/10)			
Department Approval: Charles D. Herbertson (02/10/10)		City Attorney Approval: Carol Schwab (by H. Baker) (02/17/10)	
Chief Financial Officer Approval: Mark Scott (by N. Kimball) (02/17/10)		City Manager Approval: Mark Scott (02/17/10)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council: (1) approve a professional services agreement with Minagar and Associates to provide for traffic signal timing synchronization and optimization in the City's traffic signal network in an amount not-to-exceed \$249,030 and (2) approve a related budget amendment. A budget amendment requires a four-fifths vote. <u>BACKGROUND/DISCUSSION:</u> In anticipation of pending changes to traffic signal timing standards in the 2010 Manual Uniform on Traffic Control Devices (MUTCD), (which is available in March 2010), Public Works staff sought and obtained City Council approval on March 24, 2008 to submit an application for grant funding through a Proposition 1B Traffic Light Synchronization Program (TLSP). This project meshes well with the culmination of the last phase for the integration and installation of the Traffic Signal Control System Project, P-852 which is currently on schedule to be substantially completed by July 2010. Subsequent to City Council approval, staff submitted a TLSP Grant application which resulted in a Baseline Agreement being executed on 10/28/08 between Caltrans and the City. Because of the lack of available funding, resulting in less than optimal sale of Proposition 1B Bonds by the State throughout most of 2009, the recipients of the approved grants had to hold their projects in abeyance. While awaiting availability of funds, staff prepared a Request for Proposal (RFP) to be			

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advertised in the A/E Consultants Information Network in Sacramento as well provided to 8 Traffic Engineering Firms. The cost proposals received ranged from \$200,760 to \$526,930. Of the 8 proposals submitted and reviewed, staff selected 4 of the best proposals for interviews based on content and understanding of the project as proposed in the RFP. From those interviewed and based on their presentation, staff concluded that the Traffic Engineering Consulting firm of Minagar and Associates, with a revised cost proposal of \$249,030, should be awarded the contract.

FISCAL ANALYSIS:

The original Grant application anticipated that the total cost of implementing the Traffic Light Synchronization Program (TLSP) would be \$550,000. This amount was comprised of \$440,000 (from the grant) plus matching funds of \$110,000. The March 24, 2008 City Council action approved the use of \$110,000 from the West Los Angeles College Mitigation Fund as a 20% match for this grant effort. However, since the bids came in much lower than anticipated, the total needed for the project is \$275,000 (which includes a 10% contingency); comprised of \$215,000 in Prop 1B grant funds and \$60,000 local match. To cover the local match, staff will transfer \$60,000 in West LA College Mitigation funds currently appropriated in P-914 to the TLSP. Staff recently received notification from Caltrans that the Prop 1B grant funds will be available; therefore, a budget amendment is needed to appropriate the \$215,000 in Prop 1B grant funds.

MOTIONS:

That the City Council:

1. Approve a professional service agreement with Minagar and Associates in an amount not to exceed \$249,030; and,
2. Approve a budget amendment for \$215,000 to appropriate the Prop 1B grant funds for the Traffic Light Synchronization Program (a budget amendment requires a 4/5 vote);
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City (which may include but not be limited to the funding agreement with the State).