

Meeting Date: 07/13/15		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Approval of On-Call Professional Services Agreements with Advantec Consulting Engineers, , KOA Corporation, Kimley-Horn and Associates, Inc., DKS Associates, and Willdan Engineering for Traffic Engineering Consulting Services from July 1, 2015 to June 30, 2018, in an Aggregate Not-to-Exceed Amount of \$650,000			
Contact Person/Dept.: Hong Wang/DPW		Phone Number: 310-253-5604	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Meetings and Agendas – City Council (07/08/15). All consultants who submitted a Statement of Qualifications by e-mail on (07/08/15).			
Department Approval: Charles D. Herbertson (07/01/15)		City Attorney Approval: Carol Schwab (by H. Baker) (07/06/15)	
Chief Financial Officer Approval: Jeff Muir (07/07/15)		City Manager Approval: John M. Nachbar (07/07/15)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve on-call professional services agreements with Advantec Consulting Engineers, KOA Corporation, Kimley-Horn and Associates, Inc., DKS Associates, and Willdan Engineering for Traffic Engineering Consulting Services to support the Capital Improvement Program from July 1, 2015 to June 30, 2018 in an aggregate not-to-exceed amount of \$650,000. <u>BACKGROUND:</u> 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 Analyst, Engineering Technician, and two part-time traffic engineering consultants. The consultants primarily work on development projects and traffic signal operations. The Traffic Engineering Analyst and the Engineering Technician have responsibilities such as preferential parking studies, researching and writing reports for consideration at the Traffic Committee meetings, 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. These firms provide the specific technical knowledge and the time to ensure that projects are effectively designed in			

accordance with sound engineering practices and standards, under the direction of the Engineering Division.

The existing contracts with five traffic engineering consulting services were approved by the City Council on December 8, 2008. The consulting firms successfully designed and managed many of the capital improvement projects in fiscal years 2008 through 2015.

The capital improvement project budget (currently estimated at approximately \$7 million total) includes several projects that necessitate the usage of consultant support, including:

- PL-004 Traffic Monitoring CCTV System (TMSS) Gap Closure
- PL-005 Adaptive Traffic Control System (ATCS) Project
- Network-wide Signal Sync with Video Imaging Detection & Arterial Performance Measurement System
- PZ-599 Neighborhood Traffic Management Plan studies, as needed
- PZ-929 Real Time Motorist Info System
- Traffic control plans on major capital improvements projects

DISCUSSION:

Staff contacted various traffic engineering consultants and requested that they send Statements of Qualifications (SOQ) for consideration to be on an on-call list. All six firms responded with their SOQ. Engineering Division staff reviewed the SOQs submitted and is recommending the following firms to be on the on-call list.

1. ADVANTEC Consulting Engineers
2. KOA Corporation
3. Willdan Engineering
4. Kimley-Horn and Associates
5. DKS Associates

Staff finds that the sixth firm, RBF Consulting (now part of Michael Baker International) does not closely align with the City's particular traffic engineering needs or staff experience expectations. The five selected consultant firms are well known in the industry and have successfully worked with staff or other cities in the past on other projects. 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 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. Retaining 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.

It is recommended that the contracts be approved for a term of three years (with an expiration on June 30, 2018) for a total aggregate not-to-exceed amount of \$650,000, which is approximately 10% of the overall upcoming traffic related projects' budgets.

The SOQs from all firms who submitted proposals are available at the Engineering Division's offices upon request.

FISCAL ANALYSIS:

The consultants would be paid for their services using funds already set aside for engineering costs within the approved capital project budgets of each capital project. The contract agreement process allows staff to keep track of the expenditure for each consultant service.

MOTIONS:

That the City Council:

- 1) Approve professional services agreements with Advantec Consulting Engineers, KOA Corporation, Kimley-Horn and Associates, Inc., DKS Associates, and Willdan Engineering for Traffic Engineering Consulting Services, to support the Capital Improvement Program, from July 1, 2015 to June 30, 2018, in an aggregate not to exceed amount of \$650,000, and
- 2) Authorize the City Attorney to review/prepare the necessary documents; and,
- 3) Authorize the City Manager to execute such documents on behalf of the City.