

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

Meeting Date: 05/13/2013		Item Number: <u>C-8</u>	
CITY COUNCIL AGENDA ITEM: FOUR-FIFTHS VOTE REQUIREMENT -: (1) Approval of a Professional Services Agreement with Minagar & Associates, Inc., to Perform a Citywide Speed Zone Study in Accordance with the Requirements of Section 627 of the California Vehicle Code in an Amount Not-to-Exceed \$61,867 (\$56,243 for the Base Contract and \$5,624 in Change Order Authority); and Approval of a Related Budget Amendment.			
Contact Person/Dept.: Gabe Garcia/PW		Phone Number: 310-253-5633	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (05/07/13); (E-Mail) All bidders (05/8/13)			
Department Approval: Charles D. Herbertson (05/02/13)		City Attorney Approval: Carol Schwab (by H. Baker) (05/07/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/07/13)		City Manager Approval: John M. Nachbar (05/07/13)	

RECOMMENDATION:

Staff recommends the City Council approve a professional services agreement with Minagar & Associates, Inc. (1) to perform a citywide speed zone study, including reviewing the existing citywide speed limits, recommending changes (increases or reductions) to speed limits in accordance with the requirements of Section 627 of the California Vehicle Code (CVC), and (2) to conduct Engineering and Traffic Surveys of street segments throughout the City, and related budget amendment

A budget amendment requires a 4/5ths vote

BACKGROUND:

A certified citywide speed zone study containing Engineering & Traffic Surveys for certain streets is necessary to accomplish the following: 1) to set speed limits that are greater than 25 miles per hour on non-residential city streets; 2) to enable the Police Department to obtain speed readings of moving vehicles with radar or laser devices; and 3) to enable the Police Department to issue citations based on radar or laser device readings to drivers of vehicles exceeding the set speed limits.

DISCUSSION:

The current speed zone study became effective on August 25, 2003, and will expire on August 24, 2013, in compliance with California Vehicle Code (CVC) Section 40802. In anticipation of the expiration, staff released RFP #1522, on April 16, 2013,

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for citywide speed surveys. The RFP was sent to seven professional engineering firms qualified to provide the professional engineering services required. Three firms submitted proposals in response to the RFP:

1. Advantec Consulting Engineers;
2. Minagar & Associates, Inc.; and
3. Wilson & Company

To review the three proposals a staff working group comprised of the sergeant in charge of the motorcycle officers, one motorcycle officer, and three staff from the Engineering Division/Traffic Engineering Section. The evaluation criteria were set in the RFP. After evaluation of the submitted RFP responses, the working group unanimously recommended to the Director of Public Works/City Engineer that Minagar & Associates, Inc. be selected. The City Engineer concurred with this recommendation.

Minagar & Associates, Inc.'s RFP cost proposal is as follows:

1.	Base Cost Proposal for Tasks 1 - 8:	\$38,241
2.	Deletable Options:	
	A. Collect ONE-DAY machine tube counts of vehicles at each study segment identified in the RFP, and collect directional volumes, and vehicle classification: OR	\$6,000
	B. Collect THREE-DAY machine tube counts of vehicles at each study segment identified in the RFP, and collect directional volumes, and vehicle classification:	\$18,002

The Base Cost Proposal includes eight tasks identified by staff in the RFP that are necessary to perform the speed zone study, including extensive field observations, review of three-years of accident collision data, documentation of all findings, and production of the necessary certified final report. These eight tasks are detailed in the RFP and in the proposal by Minagar & Associates, Inc.

The vehicle counts represented in the Deletable Options 2A and 2B, above, are necessary for the engineering and traffic surveys to determine the accident collision rate on each study-segment of City streets. The accident collision rate compares statistically the collision history on our City streets to the expected collision history on similar streets in the State of California, according to Caltrans' collision data. Additionally, the vehicle count data is used by staff on a day-to-day basis as a factor in determining what lane closures to permit in roadway construction zones, directional orientation of traffic control, and for safety analysis. Additionally, the traffic volume data is also valuable for private business use by developers and businesses considering locating in Culver City. Before the downturn in the economy, the City collected vehicle counts on a five-year interval, generally. However, vehicle count data was last collected in 2004.

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Staff recommends that line items 1 and 2B, above, be funded and that Minagar & Associates, Inc. be awarded a professional services contract in the amount of \$56,243 (with an additional \$5,624 authorized for change orders as deemed necessary by the Director of Public Works/City Engineer).

These professional services are excepted from the bidding requirements per Culver City Municipal Code Section § 3.07.085.

FISCAL ANALYSIS:

A budget amendment is being requested from Fund 417 – Community Development Impact Fee in the amount of \$31,892. There is sufficient funding in the fund balance to cover the requested appropriation, and the funds will be appropriated to project 41780000.730100.PZ811 – Citywide Speed Zone Study. Funding in the amount of \$29,975 is already appropriated in the City Council Adopted Budget for Fiscal Year 2012/2013 in Fund 420 for this study.

Proposed Project Budget	
Funding Source	Amount
Fund 420 - P-811 Citywide Speed Zone Study	\$15,000
Fund 420 - P-826 Citywide 24-hour Traffic Counts	\$14,975
Fund 417 Community Development Impact Fee Fund	\$31,892
Total	\$61,867

Estimated Project Expenses	
Contract	\$56,243
10% contingency	\$5,624
Total Estimated Project Expenses	\$61,867

A budget amendment requires a 4/5ths vote

ATTACHMENTS:

None.

MOTIONS:

That the City Council:

- 1) Approve a professional services contract with Minagar & Associates, Inc., in the amount of \$56,243, to a) perform a citywide speed zone study including the review of existing citywide speed limits, recommend changes (increases or

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reductions) to speed limits in accordance with the requirements of Section 627 of the California Vehicle Code, and conduct engineering and traffic surveys of street segments throughout the City, and b) to collect three-day traffic volumes by machine tube counts at each study segment identified in the RFP; and,

- 2) Authorize the Director of Public Works/City Engineer to approve change orders in an additional amount not-to-exceed \$5,624; and,
- 3) Approve a budget amendment appropriating \$31,892 from Fund 417 Community Development Impact Fee Fund to P-811 Citywide Speed Zone Study; and,
- 4) Authorize the City Attorney to review/prepare the necessary documents; and,
- 5) Authorize the City Manager to execute such documents on behalf of the City.