



# City of Culver City

## Staff Report

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File #: 19-294, Version: 1

Item #: C-4.

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**CC - (1) Approval of an Amendment to the Existing Professional Services Agreement with Fehr & Peers to Prepare a Travel Demand Forecast Model and Provide Implementation Services Consistent with Senate Bill 743 in an Additional Amount Not-To-Exceed \$49,720; and (2) Approval of a Related Budget Amendment (Requires Four-Fifths Vote).**

**Meeting Date:** October 8, 2018

**Contact Person/Dept:** Ashley Hefner/CDD

**Phone Number:** (310) 253-5744

**Fiscal Impact:** Yes      **General Fund:** Yes

**Public Hearing:** No      **Action Item:** Yes      **Attachments:** Yes

**Commission Action Required:** No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/19/18 and 10/02/18); (E-Mail) Notify Me - Travel Demand Forecast Model (09/19/18 and 10/02/18); and City's Social Media Accounts (various dates).

**Department Approval:** Sol Blumenfeld, Community Development Director (09/17/18)

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### **RECOMMENDATION**

Staff recommends the City Council (1) approve an amendment to the existing professional services agreement with Fehr & Peers to prepare a Travel Demand Forecast Model (TDFM) and provide implementation services consistent with Senate Bill 743 in an additional amount not-to-exceed \$49,720; and (2) approve a related budget amendment (**requires a four-fifths vote**).

### **BACKGROUND**

On July 9, 2018, City Council approved a professional services agreement in an amount not-to-exceed \$479,700. The contract work scope omitted the collecting of trip generation rates for specific districts which staff has recently identified as potential areas for future growth in employment and housing: the Downtown, Transit-Oriented Development, and Culver Point districts.

## **DISCUSSION**

The City Council directed staff to move forward with development of a Mobility Fee as soon as possible. Part of this work involved preparing five-year employment and housing forecasts to assess how to accommodate the expected growth in addressing mobility needs. The development of the Mobility Fee is still in progress, but the projections have informed the TDFM project. The TDFM project is scheduled to commence soon but will not be completed for another year. The Mobility Fee will be supplemented by the TDFM project that will include a vehicle miles traveled impact fee nexus study which will eventually be applied to all future projects. In order to provide sufficient data to include in the nexus study, it is recommended that three districts be analyzed which include Downtown, Transit-Oriented Development, and Culver Point.

## **FISCAL ANALYSIS**

During the FY 2018-19 budget cycle, \$450,000 was approved for a TDFM consultant. After the consultant was selected, at the July 9<sup>th</sup> meeting, City Council approved an agreement with the consultant in an amount not-to-exceed \$479,700. Due to the additional scope of work, adding trip generation surveys and vehicle counts for three districts, and also including a contingency for a fourth district study, staff is requesting an amendment to the existing consultant agreement in an additional amount not-to-exceed \$49,720, which will bring the agreement to an aggregate not-to-exceed amount of \$529,420 in account 10150400.619800.<sup>1</sup> This requires a budget amendment (four-fifths vote).

## **ATTACHMENTS**

1. Approved scope of services
2. Approved budget
3. Revised scope of services
4. Revised budget

## **NOTES**

1. Each district costs \$15,900; trip generation surveys are \$13,500 and vehicle counts-at up to 12 isolatable sites per district-are \$2,400. A total extra \$2,020 of associated reimbursables is also included.

## **MOTION**

That the City Council:

1. Approve an Amendment to the existing professional services agreement with Fehr & Peers to

prepare a Travel Demand Forecast Model and provide implementation services consistent with Senate Bill 743 in an additional amount not-to-exceed \$49,720;

2. Approve a related budget amendment (**requires a four-fifths 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.