



Staff Report

File #: 25-310, Version: 1

Item #: C-10.

**CC - CONSENT ITEM: Authorization of a Task Order for Traffic Engineering Services for the Safer Fox Hills Project in the Amount Not-to-Exceed \$136,760 Pursuant to the Terms of the City’s On-Call Professional Services Agreement with Willdan Engineering.**

**Meeting Date:** October 14, 2024

**Contact Person/Dept:** Thomas Check  
Public Works Department

**Phone Number:** (310) 253-5626

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Attachments:** Yes  No

**Public Notification:** E-Mail: Meetings and Agendas - City Council (10/09/2024)

**Department Approval:** Yanni Demitri, Public Works Director/City Engineer (09/26/2024)

**RECOMMENDATION**

Staff recommends the City Council authorize a task order for traffic engineering services for the Safer Fox Hills Project in the amount not-to-exceed \$136,760 pursuant to the terms of the City’s on-call professional services agreement with Willdan Engineering.

**BACKGROUND/DISCUSSION**

On July 10, 2023, staff presented Council with the results of the request for qualifications process conducted for on-call traffic engineering, on-call civil engineering, construction management and inspections, and geotechnical and material testing. The City Council approved on-call professional services agreements (PSA) with 26 individual firms, including Willdan Engineering.

In accordance with Council Resolution 2018-R024 and the on-call process detailed in the July 10, 2023, staff report, all expenditures with a particular on-call consultant in excess of \$50,000 must be approved by the City Council. The proposed expenditures with Willdan Engineering exceed this threshold and therefore must be approved by the City Council.

This Task Order will support the design of the following multimodal improvements in the Fox Hills

neighborhood:

- New Class II/Class IV bike lanes on Green Valley Circle and Buckingham Pkwy.
- Three new high-visibility continental crosswalks to cross Green Valley Circle at the following locations:
  - Green Valley Circle & Doverwood Drive
  - Green Valley Circle between Doverwood Dr and Bristol Pkwy (midblock)
  - Green Valley Circle between Canterbury Dr and Centinela Ave (midblock)

These improvements will be implemented after the streets are resurfaced as part of the Fiscal Year 2024-2025 Pavement Rehabilitation Project, which is tentatively scheduled to begin in Spring 2025. Staff will return to the City Council for approval of the final plans and authorization to advertise for bids in early 2025.

In accordance with the on-call process detailed in the July 10, 2023, staff report, staff solicited proposals for construction management from three firms on the on-call list, Kimley-Horn and Associates, Willdan Engineering, and KOA Corporation. Staff received and reviewed proposals from all three consultants. Staff recommends selecting Willdan Engineering, as they were the lowest bidder and have previous experience working on similar projects in the City.

## **FISCAL ANALYSIS**

The Adopted Budget for Fiscal Year 2024-2025 includes sufficient funding to cover the costs for the proposed Task Order in CIP Project No. PZ923 (Fox Hills Parking Supply Augmentation). PZ923 has funding allocated from multiple funds including Measure M (Fund 435) and the Culver City Parking Authority (Fund 475) which can be found on pages 481 and 482 of the Adopted Budget book. If approved, staff will use dollars allocated from these two funds for the proposed task order.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Authorize a Task Order for Traffic Engineering Services for the Safer Fox Hills Project in the Amount Not-to-Exceed \$136,760 Pursuant to the Terms of the City's On-Call Professional Services Agreement with Willdan Engineering.