



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: January 15, 2019

Agenda Item 60
Approvals:
City Manager [Signature]
Dept. Head [Signature]
Attorney [Signature]
Finance [Signature]

Department: Public Works / Engineering
Prepared By: Nestor Mangohig, Senior Traffic Engineer
Thomas Frank, Transportation Engineering Manager

Subject: *APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS WITH ADVANTEC, KREUZER CONSULTING GROUP, KIMLEY-HORN, MICHAEL BAKER, RRM DESIGN GROUP, AND STANTEC FOR AS-NEEDED CIVIL/TRANSPORTATION ENGINEERING SERVICES.*

Fiscal Impact: Yes. When work is authorized under these agreements, it will be funded from approved capital improvement project budgets.

Summary: The City's Capital Improvement Program includes a broad range of civil and transportation engineering projects of varying scale and complexity. With the large number of existing and future projects, the City does not have the staff resources to provide all design, construction management, and inspection services. To more effectively and efficiently meet peak demand for such services, staff recommends City Council approval of Professional Services Agreements with ADVANTEC, Kreuzer Consulting Group, Kimley-Horn, Michael Baker, RRM Design Group, and Stantec for As-Needed Civil/Transportation Engineering Services as discussed further below.

Background: Requests for Qualifications were sent to eighteen consultants and twelve statements of qualifications were received in response. Consultant qualifications were evaluated, scored, and ranked based upon criteria in the Request for Qualifications. Based on the firms' experience, staff resources, familiarity with the City, and record of success on similar types of work, staff recommends approval of as-needed agreements with ADVANTEC, Kreuzer Consulting Group, Kimley-Horn, Michael Baker, RRM Design Group, and Stantec. The types of projects for which consultant support might be needed include:

- Street rehabilitation and reconfiguration
- Sidewalks, ramps, and curb extensions
- Signing and striping
- Traffic studies for complete street conversions or traffic calming projects
- Bicycle and pedestrian improvements

The proposed scope of work will vary depending on the project type, scale, and complexity. The following are potential scope of work items identified for the as-needed services:

- Preliminary and final civil, transportation/traffic engineering, and landscaping design services including preparation of plans and specifications, engineer's

- construction cost estimates, and related documents for public bidding or projects.
- Permitting and environmental services for California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and Coastal Commission requirements.
 - Project management experience with the Caltrans Local Assistance Program including preparing various submittals for State and Federal Grant Programs through the Preliminary Engineering and Construction Phase.
 - Construction management and inspection services.
 - Surveying.
 - Data collection including daily traffic volume, peak hour turning movement, travel time analysis, origin/destination studies, parking utilization and occupancy, radar speed survey, vehicle occupancy.
 - Traffic signal services including coordination, system communications, traffic signal and signal modification design, operations analysis.
 - Traffic forecast modeling and capacity analysis.
 - Writing, coordinating, and managing local, state, and/or federal transportation grants.

Depending on the number and timing of future civil, transportation, and traffic projects, staff may not have the resources to provide design or construction phase services for these projects. Typically, when there is a project that requires services beyond existing resources, staff issues a Request for Proposals to hire a consultant. This process is staff intensive and approval of individual Professional Services Agreements can take several months going through additional City Council approval and subsequent execution of contract. To more effectively and efficiently meet peak demand for design and construction professional services, staff recommends City Council approval of six as-needed Professional Services Agreements. This will provide the City with six consultants, selected through a single Request for Proposals process, which could be quickly engaged for support on budgeted projects if needed.

These as-needed agreements would work similar to other as-needed agreements the City Council has approved, including the current as-needed civil/transportation engineering services contracts which are set to expire in February 2019. If support services are needed, staff will request letter proposals from at least two of the consultants that have specific expertise for the services needed. The letter proposals will provide the consultant's recommended scope of work, project team, and proposed fee. This information will be used to determine which consultant is most qualified for the specific project support request. Staff will present a recommendation to the Public Works Director/City Engineer for approval before proceeding with any consultant support services. Such recommendation will include the recommended consultant, proposed scope of work and fee, and verification that there are funds available in the approved budget for the proposed expenditure. Staff recommends that the City Council approve and authorize the Public Works Director/City Engineer to sign and execute As-Needed Civil/Transportation Engineering Services task authorizations for up to \$250,000 per fiscal year, provided that these authorizations can only be funded from budgeted projects that have already been approved by the City Council. This is consistent with the current practice approved by the City Council in September 2015,

except that staff recommends increasing the annual fiscal year limit from \$200,000 to \$250,000.

Each of the recommended as-needed agreements would be for a three-year term with two additional annual renewals at the City Manager's discretion. The agreements include the Consultants' proposed fee rates, which may be adjusted annually based on the regional Consumer Price Index. The total amount for each agreement will depend on the amount of tasks approved for each consultant. Since these are as-needed agreements, there is no guarantee that specific work will be requested or approved for any of the consultants.

Recommended

Action: STAFF RECOMMENDS THAT the City Council:

1. Approve and authorize the City Manager to execute a Professional Services Agreement with ADVANTEC for As-Needed Civil/Transportation Engineering Services;
2. Approve and authorize the City Manager to execute a Professional Services Agreement with Kreuzer Consulting Group for As-Needed Civil/Transportation Engineering Services;
3. Approve and authorize the City Manager to execute a Professional Services Agreement with Kimley-Horn for As-Needed Civil/Transportation Engineering Services;
4. Approve and authorize the City Manager to execute a Professional Services Agreement with Michael Baker for As-Needed Civil/Transportation Engineering Services;
5. Approve and authorize the City Manager to execute a Professional Services Agreement with RRM Design Group for As-Needed Civil/Transportation Engineering Services;
6. Approve and authorize the City Manager to execute a Professional Services Agreement with Stantec for As-Needed Civil/Transportation Engineering Services; and
7. Approve and authorize the Public Works Director/City Engineer to sign and execute As-Needed Civil/Transportation Engineering services task authorizations under the approved master agreements, not to exceed \$250,000 total per fiscal year for each master consultant agreement and provided funds are available in prior City Council approved project budgets.

Attachments: Professional Service Agreements reviewed and approved by the City Attorney's office are on file with the City Clerk and available for review.

Notification: None.

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