



CITY COUNCIL AGENDA REPORT

MEETING DATE: JUNE 7, 2016

ITEM NUMBER: CC-9

SUBJECT: PROFESSIONAL TRAFFIC ENGINEERING SERVICES

DATE: MAY 12, 2016

FROM: PUBLIC SERVICES DEPARTMENT - TRANSPORTATION SERVICES DIVISION

PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR

**FOR FURTHER INFORMATION CONTACT: RAJA SETHURAMAN, TRANSPORTATION SERVICES
MANAGER - (714) 754-5032**

RECOMMENDATIONS:

1. Approve Professional Services Agreement in the amount of \$120,000 to Kabbara Engineering for traffic engineering services for an initial term expiring on June 30, 2017, and optional two (2) one-year extensions in the amount of \$60,000 each year (Attachment 1).
2. Authorize the Mayor and City Clerk to execute the agreement; and
3. Authorize the Chief Executive Officer and City Clerk to accept and execute future amendments to the agreement.

BACKGROUND:

In February 2016, the Transportation Services Division issued a Request for Proposals (RFP) for providing on-call traffic engineering services to assist with the significant backlog of projects. The tasks requested in the scope of work included project management services, and providing staff support at City Hall for traffic engineering services.

ANALYSIS:

The City received six (6) proposals in response to the City's RFP to provide the intended engineering services. Proposals were reviewed for compliance with the City's RFP, and consultants were evaluated based on project understanding, depth of experience, technical expertise, and associated factors. Based on the proposals received, staff selected Kabbara Engineering to provide the required services. Kabbara's staff worked well with City staff in the past and assisted in the successful execution of several federally-funded projects.

Staff requests City Council's approval of the Professional Services Agreement and authorization for the Mayor and City Clerk to execute the agreement. Staff also requests City Council's authorization for the Chief Executive Office and City Clerk to execute future amendments to the agreement.

ALTERNATIVES CONSIDERED:

One alternative would be to perform the work in-house. However, the volume of work associated with the large number of projects currently being processed exceeds staff resources and time. A second alternative would be to re-advertise the professional services contract. However, staff does not anticipate that this will result in a lower fee.

FISCAL REVIEW:

It is recommended that the initial contract of \$120,000 utilize funds from the vacant full-time salary position. Staff will request appropriation for future year extensions in the corresponding fiscal year budgets, as needed.

LEGAL REVIEW:

The City Attorney's office has prepared the attached Professional Services Agreement and approved the document as to form.

CONCLUSION:

Staff requests that the City Council approve the attached Professional Services Agreement for traffic engineering services to Kabbara Engineering, and authorize the Mayor and the City Clerk to execute the agreement. Staff also requests City Council's authorization for the Chief Executive Officer and City Clerk to execute future amendments to the agreement.

ERNESTO MUNOZ
Public Services Director

RAJA SETHURAMAN
Transportation Services Manager

ATTACHMENTS: 1 - [Professional Services Agreement](#)

DISTRIBUTION: Chief Executive Officer
Assistant Chief Executive Officer
Economic & Dev. Svs. Director/Deputy CEO
City Clerk
Staff
File