



Honorable Mayor and Members of the Hermosa Beach City Council

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL
TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING SERVICES**

(Public Works Director Joe SanClemente)

Recommended Action:

Staff recommends City Council:

1. Award a contract for on-call transportation planning and traffic engineering expertise services to Hartzog & Crabill, Inc. at a not-to-exceed amount of \$600,000 for a term of three years ending October 1, 2027, with an option to allow the City Manager to extend up to two additional years (**Attachment 7**);
2. Award a contract for on-call transportation planning and traffic engineering expertise services to Michael Baker International, Inc. at a not-to-exceed amount of \$600,000 for a term of three years ending October 1, 2027, with an option to allow the City Manager to extend up to two additional years (**Attachment 8**);
3. Award a contract for on-call transportation planning and traffic engineering expertise services to Fehr & Peers Associates, Inc. at a not-to-exceed amount of \$600,000 for a term of three years ending October 1, 2027, with an option to allow the City Manager to extend up to two additional years (**Attachment 9**);
4. Award a contract for on-call transportation planning and traffic engineering expertise services to CR Associates, Inc. at a not-to-exceed amount of \$600,000 for a term of three years ending October 1, 2027, with an option to allow the City Manager to extend up to two additional years (**Attachment 10**);
5. Award a contract for on-call transportation planning and traffic engineering expertise services to General Technologies and Solutions LLC (GTS) at a not-to-exceed amount of \$600,000 for a term of three years ending October 1, 2027, with an option to allow the City Manager to extend up to two additional years (**Attachment 11**); and
6. Authorize the Mayor to execute and the City Clerk to attest the proposed agreements subject to approval by the City Attorney

Executive Summary:

The City of Hermosa Beach employs third-party experts to assist in the specialized field of transportation planning and traffic engineering services. Following a competitive selection process, staff recommends City Council award on-call transportation planning and traffic engineering services agreements to Hartzog & Crabill, Inc., Michael Baker

International, Inc., Fehr & Peers Associates, Inc., CR Associates, Inc., and General Technologies and Solutions (GTS) LLC, each at a not-to-exceed amount of \$600,000 and a term of three years ending October 1, 2027. Staff also recommends authorizing the City Manager to extend the term of each agreement up to two additional years, if needed.

Background:

The Public Works Department relies heavily on the assistance of third-party professional experts who specialize in transportation planning and traffic engineer services for City projects, City services, and review of private developments and commercial projects. To fulfill the traffic engineering needs of the City of Hermosa Beach, the City has a longstanding practice of hiring contract traffic engineering services with qualified consulting firms to provide these services on a part-time, as-needed basis in lieu of hiring fulltime staff to serve as the City Traffic Engineer.

In previous contracts the scope of traffic engineering services was focused primarily on responding to, and evaluating, traffic concerns and requests for traffic control devices from the community and as directed by staff. Over the years, service needs expanded to meet the growing needs of the community and the City. The City continues to receive more transportation- and traffic-related requests every year and covers a broad field of issues. On average, the City receives 110 requests per year with each request varying in complexity with most requiring detailed engineering assessment to evaluate and develop appropriate recommendations.

In recent years, the services of the City's contract transportation planning and traffic engineering consultants were also utilized by the Community Development Department, Community Resources Department, the City Manager's Office, and Police Department. Some of the specialized services utilized by the City include:

- Traffic and transportation modeling;
- Traffic counts and speed surveys;
- Review, development of, and inspection of special event traffic control;
- Review and implementation of new state traffic and vehicle laws;
- Review of traffic impact assessments for proposed development projects;
- Traffic signal timing, coordination, and electrical equipment recommendations;
- Peer review services of transportation design components for Capital Improvement Program (CIP) projects for City projects;
- Peer review services of transportation design components for projects led by other agencies (i.e., Caltrans, neighboring cities, etc.);
- Coordination with partner agencies and municipalities;
- Parking evaluation; and
- Development of new transportation and mobility guidelines.

Due to the highly specialized nature of this work, many of these services generally cannot be provided by the City’s on-call civil engineering firms, which are already heavily utilized for the design of the civil engineering aspects of other City projects and may not provide all the services necessary.

A team from Public Works collaborated on the development of a Request for Qualifications (RFQ) to meet the needs of the City and the community. The RFQ approach, which includes a formal competitive advertisement process, provides the City with a list of pre-qualified professionals to provide highly specialized services for the coming five years without the need to go out for RFQ each time those services are needed. The RFQ approach improves efficiency and expedites commencement of work and project delivery.

The previous on-call agreements for transportation planning and traffic engineering services were awarded by Council at its August 27, 2019 meeting and are set to expire on October 1, 2024.

Past Council Actions

| Meeting Date | Description |
|--|---|
| <u>August 27, 2019</u> | City Council awarded several on-call transportation planning and traffic engineering services agreements. |

Analysis:

On August 13, 2024, the City issued RFQ 24–002 (**Attachment 1**) inviting experienced and highly qualified firms to submit qualifications for transportation planning and traffic engineering services through a competitive process. The RFQ was advertised on the City’s online bidding platform, PlanetBids. On August 30, 2024, a total of 8 statements of qualifications (SOQs) were received in response to the RFQ.

To address the expertise and experience needed to assist the City with transportation planning and traffic engineering needs as they arise, staff required each firm to assemble a team capable of performing these specialized services, along with the following scope of work.

- Development of conceptual plans and alternatives for corridor revitalization projects, neighborhood traffic management, bikeway improvements, and other long-term capital improvements.
- Develop final design plans, specifications, and cost estimates for transportation related projects and assist the City during construction as required.
- Preparation of studies, recommendations, and regulatory changes to assist in the expansion of transportation choices.

- Preparation of studies, recommendation, and regulatory changes to provide for the effective management of the City's parking resources and implementation of parking programs.
- Development and implementation of transportation education, engagement, and other awareness initiatives (i.e. Safe Routes to School, Bike Safety, Distracted Driving, etc.).
- Review of private development projects and prepare or peer review traffic and/or parking studies for California Environmental Quality Act documents.
- Establish a pro-active approach to identifying, evaluating, and resolving transportation related issues and assist in achieving the mobility and transportation goals identified by the City's recently updated General Plan.
- Lead the development of traffic engineering studies and reports covering speed, safety, sight distance, parking, and other issues in response to staff, commission, Council, or citizen-initiated requests.
- Represent the City at public meetings including community meetings, regional organization meetings, and meetings of the Public Works Commission or City Council.
- Collect and prepare traffic safety, volume, speed, and other required data/reports for City traffic engineering, transportation planning, or mobility needs.
- Prepare and/or review plans for the implementation or modification of traffic control devices, traffic signals, crosswalks, parking regulations, and review traffic control/transportation plans for construction projects and special events as needed.
- Provide field inspection of traffic control during both normal works hours and outside normal work hours.
- Assist staff in evaluating transportation-related requests from the community or other stakeholders.
- Other related tasks as necessary in support of the City.

The proposing firms are listed below in alphabetical order:

- CR Associates, Inc.
- Fehr & Peers Associates, Inc.
- GTS LLC
- Hartzog & Crabill, Inc.
- Interwest
- Iteris, Inc.
- Michael Baker International, Inc.
- Transtech Engineers, Inc.

The proposals were independently evaluated in detail by a staff review panel and scored based on the following weighted criteria.

- Approach and Methods (40 percent)
 - Demonstration of the team’s ability to be responsive to the City’s needs and provide a high level of customer service.
 - Evidence of the team’s ability to successfully deliver project tasks and deliverables, within the identified project budget and minimize cost overruns.
 - Evidence of the team’s ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
 - Demonstration of the team’s commitment to accurate and superior work products and services as detailed in the project management plan.
 - A well thought-out and tailored approach to as-needed work that responds to the City’s particular issues and needs.
 - Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increased performance capabilities.

- Relevant Experience and Expertise (40 percent)
 - The team’s ability to dedicate a strong contract manager, knowledge with the needs of a Public Works Department, that will serve as a single point of contact for the duration of the project.
 - Recent experience providing similar services for other jurisdictions.
 - Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
 - The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project.
 - The team’s experience and ability to clearly communicate technical concepts and terminology with the community.

- Administration (20 percent)
 - Billing rates and ability to comply with the timeline, terms, and billing procedures.
 - The extent and nature of any proposed amendments to the Sample Professional Services Agreement.

The evaluation sought firms with a proven, responsible, and responsive contract manager to ensure timely execution of all work and with relevant experience. Staff has learned, through experience, that the success and productivity of an on-call contract depend heavily on the quality of the contract manager. Contract manager attentiveness, thoroughness, and responsiveness were strongly considered as part of the evaluation process.

Based on a comprehensive review of the Statements of Qualifications, staff recommends award of contract for on-call transportation planning and traffic engineering services to Hartzog & Crabill, Inc., Michael Baker International, Inc., Fehr & Peers Associates, Inc., CR Associates, Inc., and GTS LLC. The five firms were ranked the highest according to

the weighted selection criteria versus the other proposals received. The proposer rankings are as follows:

| Ranking | Company |
|---------|-----------------------------------|
| 1 | Hartzog & Crabill, Inc. |
| 2 | Michael Baker International, Inc. |
| 3 | Fehr & Peers Associates, Inc. |
| 4 | CR Associates, Inc. |
| 5 | GTS LLC |
| 6 | Transtech Engineers, Inc. |
| 7 | Iteris, Inc. |
| 8 | Interwest |

The recommended firms demonstrated the greatest understanding of the City’s needs, ability to dedicate a strong contract manager to ensure a high level of service, and the ability to provide the necessary specialized expertise for on-call transportation planning and traffic engineering services. The proposed contract for each firm (**Attachments 7 through 11**) includes a not-to-exceed amount of \$600,000 and a term of three years ending October 1, 2027, with an option to allow the City Manager to extend up to two additional years.

While the total not-to-exceed amount for all five contracts combined is substantive at \$3,000,000, the contracts would be utilized on an as-needed basis over three to five years and all expenditures would be limited to funds appropriate and approved in the City’s adopted budget. On-call agreements do not guarantee any amount of work and offer the City flexibility.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City’s General Plan. Relevant Policies are listed below:

Mobility Element

Goal 2. A public realm that is safe, comfortable, and convenient for travel via foot, bicycle, public transit, and automobile and creates vibrant, people-oriented public spaces that encourage active living.

Policies:

- **2.1 Prioritize public rights-of-way.** Prioritize improvements of public rights-of-way that provide heightened levels of safe, comfortable and attractive public spaces for all non-motorized travelers while balancing the needs of efficient vehicular circulation.
- **2.2 Encourage traffic calming.** Encourage traffic calming policies and techniques to improve the safety and efficient movement of people and vehicles along residential areas and highly trafficked corridors.

Goal 3. Public rights-of-way supporting a multimodal and people-oriented transportation system that provides diversity and flexibility on how users choose to be mobile.

Policies:

- **3.3 Active transportation.** Require commercial development or redevelopment projects and residential projects with four or more units to accommodate active transportation by providing on-site amenities, necessary connections to adjacent existing and planned pedestrian and bicycle networks, and incorporate people-oriented design practices.
- **3.9 Access for emergency vehicles.** Ensure that emergency vehicles have secure and convenient access to the City's street network.
- **3.10 Require ADA standards.** Require that all public rights-of-way be designed per Americans with Disabilities Act (ADA) standards by incorporating crosswalks, curb ramps, pedestrian signals, and other components to provide ease of access for disabled persons.
- **3.11 Site specific conditions.** Evaluate and incorporate any site-specific conditions or restrictions on public property or rights-of-way during the design and engineering phases for pedestrian and bicycle facilities.

Goal 7. A transportation system that results in zero transportation-related fatalities and which minimizes injuries.

Policies:

- **7.1 Safe public rights-of-way.** Encourage that all public rights-of-way are safe for all users at all times of day where users of all ages and ability feel comfortable participating in both motorized and non-motorized travel.
- **7.2 Manage speeds.** Monitor vehicle speeds through traffic controls, speed limits, and design features with the intended purpose of minimizing vehicle accidents, creating a pedestrian and bicycle environment, and discouraging cut-through traffic.
- **7.4 Traffic safety programs.** Prioritize traffic safety programs oriented towards safe access to schools and community facilities that focus on walking, biking, and driving in school zones.

Fiscal Impact:

Funds for the on-call transportation planning and traffic engineering expertise services are budgeted annually under the Public Works Department Street Maintenance and Traffic Safety Division Account. The Fiscal Year 2024–25 Budget includes \$160,000 for these services. Services may also be paid by various Capital Improvement Project (CIP) funds which involve transportation planning or traffic engineering components. Staff would budget the expected on-call engineering services accordingly each fiscal year and would ensure that the annual cost for any contract would not exceed budgeted amounts.

| Agreement Request | | |
|-------------------------------|--------------------------------------|----------------------------|
| Agreement | FY 2024-25 Budget Dept. Account # | Maximum Contract Amount |
| Hartzog & Crabill | 001-3104-4201 | \$600,000 |
| Michael Baker International | & | \$600,000 |
| Fehr & Peers Associates, Inc. | XXX-8XXX-4201 | \$600,000 |
| CR Associates, Inc. | (Various CIPs) | \$600,000 |
| GTS LLC | | \$600,000 |
| | Total: | \$3,000,000 |

Attachments:

1. RFQ 24-002
2. Hartzog & Crabill, Inc.'s Proposal
3. Michael Baker International, Inc.'s Proposal
4. Fehr & Peers Associates, Inc.'s Proposal
5. CR Associates, Inc.'s Proposal
6. GTS LLC's Proposal
7. Proposed Agreement with Hartzog & Crabill, Inc.
8. Proposed Agreement with Michael Baker International, Inc.
9. Proposed Agreement with Fehr & Peers Associates, Inc.
10. Proposed Agreement with CR Associates, Inc.
11. Proposed Agreement with GTS LLC

Respectfully Submitted by: Andrew Nguyen, Associate Engineer

Concur: Brandon Araujo, Senior Engineer

Concur: Joe SanClemente, Public Works Director

Noted for Fiscal Impact: Brandon Walker, Administrative Services Director

Legal Review: Patrick Donegan, City Attorney

Reviewed by: Angela Crespi, Deputy City Manager

Approved: Suja Lowenthal, City Manager