



Staff Report

File #: REPORT 19-0281, Version: 1

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of May 14, 2019**

**RECOMMENDATION TO APPROVE THE FIRST AMENDMENT
TO THE PROFESSIONAL SERVICES AGREEMENT WITH
HARTZOG & CRABILL, INC. TO CONTINUE ON-CALL
TRAFFIC ENGINEERING SERVICES**

(Acting Public Works Director Lucho Rodriguez)

Recommended Action:

Staff recommends that the City Council:

1. Approve the First Amendment to the existing Professional Services Agreement (PSA) with Hartzog & Crabill, Inc. (HCI) for on-call traffic engineering services, increasing the PSA to a new not to exceed amount of \$85,000, and extending the term of the PSA for six months; and
2. Authorize the Mayor to Execute and the City Clerk to attest the attached First Amendment subject to approval by the City Attorney.

Background:

On June 9, 2015, City Council awarded a \$150,000 contract to Hartzog & Crabill, Inc. (HCI) to provide on-call traffic engineering services. The award of the contract to HCI was made following the evaluation of responses to a Request for Proposals (RFP) and an interview process. Subsequently, on September 27, 2016, City Council approved the first amendment to the on-call contract with HCI to increase the contract value to \$240,000. The contract with the first amendment expired on June 9, 2018.

On August 21, 2018, a contract for \$18,000 was approved administratively to continue to provide traffic engineering services while the Public Works Department prepared an RFP for on-call traffic engineering services.

In recent years, Community Development began requesting the services of HCI to help with review of traffic issues related to private developments. In December 2018, staff decided to combine the RFP of the on-call traffic engineer services with the private traffic engineering development services to fulfill all of the City's traffic engineering-related needs. On December 19, 2018, a contract for \$25,000 was approved administratively to continue to provide traffic engineering services while a revised RFP was prepared to support both the Community Development and Public Works Department's needs.

Analysis:

The Public Works Department utilizes HCI as the primary traffic consultant to provide timely and efficient service for the high volume of requests coming from residents, Capital Improvement, and Community Development projects.

City staff has been working on preparing an RFP for on-call traffic engineering services for fiscal year 2018-2019. While the RFP was being developed, the Public Works department engaged in a new PSA with HCI on December 18, 2018, for \$25,000 to be able to continue to provide exemplary service to residents and other departments. This PSA is now exhausted while the RFP for the on-call traffic engineering services is to be released on May 13, 2019. The Public Works Department is seeking Council's approval of the first amendment to increase the existing PSA by \$60,000 for a total contract not to exceed amount of \$85,000, and to extend the term of the agreement by six months to December 2019, bridging the gap between now and the upcoming contract award resulting from the RFP responses. The new on-call contracts are expected to be approved in August 2019.

General Plan Consistency:

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. Relevant policies are listed below:

3.1.1 Consider all Modes. Require the planning, design, and construction of all new and existing transportation projects to consider the needs of all modes of travel to create safe, livable and inviting environments for all users of the system.

3.3.1 Enhance public right-of-way. Where right-of-way clearance allows, enhance public right-of-way to improve connectivity for pedestrians, bicyclists, disable persons, and public transit stops.

Fiscal Impact:

The professional services would be paid from the Street Maintenance/Traffic Safety budget (General Fund Account No. 001-3104-4201) in an amount not to exceed \$60,000 for the remainder of the 2019 calendar year. There are sufficient funds in the Street Maintenance/Traffic Safety contract services account to support this contract. Work done by the traffic engineering consultant related to CIP projects will be billed to each specific CIP project account, and work related to private developments such as Skechers, would be reimbursed by the developer.

Attachments:

1. Draft First Amendment between the City and Hartzog & Crabill, Inc.

2. Professional Services Agreement No. 18.005 with Hartzog & Crabill, Inc.

Respectfully Submitted by: Fabio M. Macias, EIT, Assistant Engineer

Concur: Lucho Rodriguez, P.E., Acting Director of Public Works

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager