



Staff Report

File #: REPORT 20-0046, Version: 1

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of January 28, 2020

**AWARD OF PROFESSIONAL SERVICE AGREEMENT
WITH TOOLE DESIGN GROUP LLC TO PROVIDE
CALTRANS SYSTEMIC SAFETY ANALYSIS REPORT**
(Public Works Director Marnell Gibson)

Recommended Action:

Staff recommends that the City Council:

1. Award a professional services agreement with Toole Design Group LLC in a not-to-exceed amount of \$92,298 to prepare the Systemic Safety Analysis Report and Local Roadway Safety Plan Programs; and
2. Authorize the Mayor to execute and the City Clerk to attest the attached agreement, subject to approval by the City Attorney.

Executive Summary:

Staff received a grant from Caltrans on September 06, 2016 for the preparation of a study that identifies traffic related improvements that can be implemented on sections of streets and intersections. The City issued a request for proposals (RFP) for consultants to complete the Systemic Safety Analysis Report Programs (SSARP) and Local Roadway Safety Plan (LRSP) report.

Background:

Past Council Actions

Meeting Date	Description
04-12-17	Authorized the Director of Public Works to execute the California Department of Transportation (Caltrans) Request for Systemic Safety Analysis Report Program (SSARP) Funding Allocation the amount of \$93,500 which includes a local match of \$9,350
02-13-19	Adopted a resolution authorizing the Director of Public Works to the California Department of Transportation (Caltrans) Request for Systemic Safety Analysis Report Program (SSARP) Funding

The City applied for the Caltrans grant in May of 2016 which was awarded in September of that same year. The SSARP grant is for \$93,500, including a local match of \$9,350, and would fund the

preparation of a study that identifies traffic-related improvements that can be implemented for sections of streets and intersections that have been documented to have a high number of reported incidents involving vehicles, motorcycles, pedestrians and/or bicyclists. As part of the grant application, staff determined that several locations within the City limits aligned with the criteria for the study. On April 12, 2017, City Council authorized funding of \$93,500 to complete the study.

Analysis:

Completing this study would assist the City in developing a competitive application when a grant cycle for Highway Safety Improvement Program (HSIP) is advertised. Examples of project improvements funded by HSIP include complete streets, local roadway safety and traffic calming improvements. Caltrans anticipates that funding for future HSIP projects will be made available in the amount of approximately \$200 million per cycle.

Staff advertised the RFP for the SSARP (**Attachment 1**) in the Easy Reader, City website and bid houses in February of 2019 for engineering and traffic analysis services. Six companies submitted proposals by the March 26th 2019 submittal deadline. The companies were TOOLE DESIGN GROUP LLC, KOA, KIMLEY HORN, GHD, FEHR & PEERS-LA, and CHEN RYAN ASSOCIATES, INC.

Six proposals were received; one was deemed non-responsive. The remaining five proposals were deemed responsive to the scope of work. Staff reviewed the proposals and determined the best candidate based on qualifications was Toole Design Group LLC (**Attachment 2**). Staff confirmed the firm's qualifications and past performance by conducting reference checks. Additionally, Toole Design Group LLC resulted to be the most economical at a fee of \$92,298, which includes the LRSP requirements. The table below shows the firms that submitted a proposal including the proposed fee.

Firm	Proposed Fee
TOOLE DESIGN GROUP LL	\$92,298.00
KOA	\$5,240.00 (deemed non-responsive)
KIMLEY HORN	\$92,910.00
GHD	\$115,426.00
FEHR & PEERS	\$93,471.84
CHEN RYAN ASSOCIATES,	\$92,395.00

Staff then identified future grant requirements and expanded the current SSARP scope to incorporate Local Roadway Safety Plan (LRSP) requirements which will be a mandatory component in future cycle funding. Toole Design Group LLC agreed to include this additional scope of work in their

original fee proposal. Staff recommends that Council award a contract to Toole Design Group LLC to complete the Systemic Safety Analysis Report (**Attachment 3**).

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

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

Policies:

- **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:

Award a contract with Toole Design Group LLC in the amount of \$92,298. Sufficient funds are available in the 2019-20 Budget. The local match of \$9,350 is appropriated from the General Fund (account 001-4210-4201) and the Caltrans grant of \$84,150 is appropriated in the Grant Fund (account 150-4210-4201). The grant would be implemented on a reimbursement basis.

Attachments:

1. Request For Proposal
2. Toole Proposal
3. Draft Professional Services Agreement between the City and Toole

Respectfully Submitted by: Reed Salan, Associate Engineer

Concur: Lucho Rodriguez, P.E., Deputy City Engineer

Concur: Marnell Gibson, P.E., Public Works Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager