



CITY COUNCIL STAFF REPORT

MEETING DATE: November 13, 2023

ITEM TITLE: Adopt a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Kimley-Horn and Associates, Inc. for On-Call Traffic and Transportation Engineering Services for One-Year with an Option for Four, One-Year Extensions in an Annual Amount Not-to-Exceed \$850,000.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution authorizing the City Manager to execute a professional services agreement with Kimley-Horn and Associates, Inc. for on-call traffic and transportation engineering services for one-year, with an option for four, one-year extensions in an annual amount not-to-exceed \$850,000.

FISCAL IMPLICATIONS:

There are no fiscal impacts and no additional funding needed at this time. Funds will be encumbered as needed from Council-approved capital improvement program (CIP) projects during the term of the agreements, in line with the approved budget in fiscal years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28.

BACKGROUND:

Staff continues to receive a high volume of requests to reduce speeding, investigate parking needs, implement traffic calming, improve pedestrian safety, and install all-way stop controls along City streets and intersections. Current on-call traffic and transportation firms have been reserved for support related to the City's general plan update, downtown specific plan, development reviews, and warrant analyses.

Staff identified the need to secure additional professional services for on-call traffic and transportation to address the delivery needs of the traffic-specific CIP projects, modeling, data collection and analysis, and potential street corridor studies. Moreover, professional services will provide staff support and augmentation.

A request for qualifications (RFQ) was issued on July 31, 2023. Five statements of qualifications were received and reviewed to determine each firm's knowledge and expertise. Three firms were shortlisted and interviewed.

ANALYSIS:

Kimley-Horn and Associates, Inc. was determined to be the most qualified firm. The firm provided on-call support for the City in the past, and the consultant is currently working on the City's Traffic

Signal Analysis and Masterplan. Aside from its traffic and transportation expertise, Kimley-Horn and Associates demonstrated the strongest ability to assist with robust public outreach, a vital step prior to implementing proposed traffic improvements that may impact San Carlos residents and businesses.

Staff recommends approval and award of a professional services agreement with Kimley-Horn and Associates, Inc. for on-call transportation and traffic engineering in the annual not-to-exceed amount of \$850,000 per year. In addition, staff recommends the annual not-to-exceed amount reset with full contract capacity every year for four years, with each optional extension of the agreement to provide maximum flexibility.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing the City Manager to execute a Professional Services Agreement with Kimley-Horn and Associates, Inc. for On-Call Traffic and Transportation Engineering Services for one-year with an option for four, one-year extensions in an annual amount not-to-exceed \$850,000; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Steven Machida, Public Works Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution