



CITY COUNCIL AGENDA REPORT

MEETING DATE: 12/15/2020

DEPARTMENT: Public Works

SUBJECT:

AWARD OF CONTRACT FOR TRAFFIC ENGINEERING ON-CALL
CONSULTING SERVICES

RECOMMENDED ACTION(S):

1. Award a contract with Hartzog & Crabill, Inc. in the amount of \$480,000 for Traffic Engineering On-Call Consulting Services.
 2. Authorize the Mayor to sign, and the City Clerk to attest to, the contract for Traffic Engineering On-Call Consulting Services, substantially in the form attached.
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EXECUTIVE SUMMARY:

The current Traffic Engineering On-Call Consulting Services contract with Hartzog & Crabill, Inc. ("HCI"), expires on December 31, 2020. In accordance with the City's Purchasing and Contracting Guidelines, the City is required to re-procure these services. The City Manager authorized the Request for Proposals ("RFP") on August 3, 2020. After reviewing proposals and interviewing firms, staff recommends awarding a three-year contract to HCI, with a not-to-exceed amount of \$480,000 for Traffic Engineering On-Call Consulting Services. The contract term would end December 1, 2023, with two one-year extensions at the City's discretion. Sufficient funds exist in the Fiscal Year ("FY") 2020-21 budget and staff is anticipating similar budgetary allocations for future years of service for the recommended action.

BACKGROUND:

The Public Works Department utilizes consultant services to provide staff support for the Traffic Engineering Division. Consultants provide technical support to the Traffic Engineering Manager, which may include reviewing development plans, conducting traffic studies, providing design services, providing construction administration support, procuring grant funding, responding to residents, and other tasks, as necessary.

The most recent contracts for On-Call Traffic Consultants, Hartzog & Crabill (“HCI”), and AGA Engineers, Inc. (“AGA”), began in November 2015, and ended on November 17, 2020. The City contracted with HCI to continue traffic engineering support through the end of the 2020 calendar year. Generally, HCI provided support for the day-to-day operations of the traffic engineering division and AGA handled projects on an as-needed basis (for example, Citywide Engineering and Traffic Survey, signing and striping plan preparation, etc.). HCI provided support during the interim period between the retirement and the hiring of a new Traffic Engineering Manager, as well as provided generalized staff support including development review and other reimbursable tasks, preparing special studies, managing the Lake Forest Traffic Mitigation (“LFTM”) model, providing minor design services, construction administration support for CIP projects, identifying and procuring grant funding, and other traffic engineering tasks, as necessary.

DISCUSSION:

In anticipation of the expiration of the on-call contracts, the City Manager approved the Request for Proposal (“RFP”) for Traffic Engineering Services on August 3, 2020 and authorized staff to solicit proposals from the City’s list of pre-qualified consultants. Staff advertised the RFP and provided the document to six qualified traffic engineering firms. The City subsequently received proposals from five. Staff received proposals from the following firms:

- AGA Engineers, Inc. (“AGA”)
- Hartzog & Crabill (“HCI”)
- Iteris, Inc. (“Iteris”)
- LSA Associates, Inc. (“LSA”)
- STC Traffic, Inc. (“STC”)

Consistent with the City’s Purchasing Guidelines, staff assembled a Selection Committee approved by the City Manager. The Selection Committee for the Traffic Engineering Service RFP consisted of the following staff members:

- Deputy City Manager
- Assistant City Engineer
- Traffic Engineering Manager

Technical Review and Interview Process

The review process is comprised of three phases: the Technical Review of written proposals, the Qualifications Interview phase, and the cost proposal evaluation. The Purchasing Guidelines require the Selection Committee to

review all proposals submitted in connection with an RFP. As summarized in Table 1, all five firms met the criteria and were invited for a virtual interview. The following is a summary of the committee’s scores:

Table 1: On-Call Traffic Engineering Consultant Scores

TABLE 1 – TECHNICAL REVIEW AND INTERVIEW SCORES										
Firm	Technical Review			Technical Review Subtotal	Qualifications Interview			Interview Subtotal	Pricing Points (x3)	Total
	Rater:				Rater:					
	1	2	3		1	2	3			
AGA	42	45	47	134	81	82	93	256	108	498
HCI	46	45	46	137	77	88	100	265	120	522
Iteris	43	46	46	135	89	86	98	273	93	501
LSA	44	40	41	125	76	80	78	234	99	458
STC	43	40	44	127	90	79	89	258	111	496

During the interview phase, HCI and Iteris scored higher than the other firms, while STC had a slight edge over AGA. The top three firms (HCI, Iteris, and AGA) were better able to articulate and demonstrate traffic engineering expertise; provide examples of supporting the efforts of City staff; and discuss experience managing traffic signal synchronization projects through the Orange County Transportation Authority (“OCTA”) during the qualification’s interviews.

The Selection Committee found that all firms could perform the required tasks outlined in the scope of work. However, HCI was able to clearly demonstrate its strengths during its interview, especially its familiarity with the City of Lake Forest. At the conclusion of the technical review and interview process, HCI scored the highest aggregate score.

Review of Cost Proposals and Reference Checks

Contract compensation scoring is based on time and materials with hourly rates secured for a project manager, traffic engineer, associate engineer, and clerical support. At the conclusion of the interview process, all firms had the opportunity to submit a last, best, and final cost proposal. Staff deemed the final rate structure submitted by each firm to be reasonable based upon fee proposals received by other firms and costs the City has paid for similar services.

Firms were required to provide an annual cost proposal based upon a set range of weekly hours (approximately 20-24 hours) that would address how each firm would allocate those hours based upon the scope of work. Each firm’s cost proposal and annual yearly contract costs are shown in Table 2. This allowed staff to appropriately score each firm per the Purchasing Guidelines.

Table 2: On-Call Traffic Engineering Consultant Cost Proposals

TABLE 2 – COST PROPOSAL COMPARISON (FOR SCORING PURPOSES ONLY)			
Firm	Contract Year 1	Contract Year 2	Contract Year 3
AGA	\$182,000	\$182,000	\$182,000
HCI	\$165,880	\$165,880	\$165,880
Iteris	\$214,000	\$214,000	\$214,000
LSA*	\$202,280	\$211,276	\$220,784
STC	\$178,880	\$178,880	\$178,880

**Firm has indicated within their cost proposal of an annual cost escalator for subsequent contract years.*

Additionally, staff conducted a reference check on the prevailing firm. Given the relative proximity in scoring of the firms, staff checked references for all the firms. In all instances, references provided favorable reviews, attesting to the traffic engineering expertise and responsiveness of each consultant.

Recommendation

Based upon the technical review, interview process, analysis of cost proposals, and reference checks, staff recommends an award of contract to HCI. Staff will be forthcoming with additional consultants to supplement as-needed services at a future date.

The following are types of supplemental work or projects that additional consultants will be called upon for as-needed services:

- LFTM program
- Foothill Circulation Phasing Plan
- OCTA Traffic Signal Synchronization Projects
- Traffic reports/analysis
- Traffic signal maintenance and operations
- Development and adjoining jurisdictional projects review
- Developing and evaluating traffic policies and procedures
- Investigating resident complaints and field conditions
- Traffic accident investigation
- Design traffic related improvements
- Protected Permissive Left Turn signals
- Annual school traffic circulation evaluation
- Evaluation of crossing guard warrants

As the lead firm for the on-call traffic engineering services RFP, staff recommends awarding HCI a not-to-exceed contract amount of \$480,000 for Traffic Engineering On-Call Consulting Services. HCI would be tasked with the

day-to-day general traffic engineering services (which may include, but are not limited to: professional/technical advice, review of development and adjoining jurisdictional projects, responding to inquiries from citizens, manage CIP, develop/evaluate traffic policies and procedures, prepare traffic reports/analysis, review traffic control plans, etc.), and would assist the Traffic Engineering Manager on various tasks that require in-house traffic engineering services.

The proposed contract amount is based upon the cost proposal analysis (previously shown on Table 2), historical data for similar traffic engineering services, and available budget and anticipated budget allocations for future fiscal years. In addition, the City is under no obligation to utilize the full amount of the proposed contract amount. Funds to pay for the current and future year services are included in the City's operating budgets, deposits collected from project applicants for private developments and encroachment permits, and the Capital Improvement Project ("CIP") budget.

Consistent with the City's Purchasing Guidelines, the Finance Department prepared the contract and the City Attorney's Office reviewed and approved the contract as to form. The City's standard form agreement allows the City Manager to approve extra work up to 10% of the contract amount.

FISCAL IMPACT:

The proposed contract provides for a three-year term with two optional one-year term extensions. Funding would consist of three sources: (1) the City's operating budgets, (2) deposits collected from project applicants for private developments and encroachment permits, and (3) the Capital Improvement Project (CIP) budget.

Sufficient funds exist in fiscal year 2020-21 budget and staff is anticipating similar budgetary allocations for future years of service for the recommended actions.

ATTACHMENTS:

Agreement with Hartzog & Crabill, Inc.

Initiated By: Tran Tran, P.E., Traffic Engineering Manager

Submitted By: Thomas Wheeler, P.E., Director of Public Works/City Engineer

Approved By: Debra Rose, City Manager