



_____ CALENDAR
 Agenda Item # _____

AGENDA REPORT SUMMARY

Meeting Date: October 11, 2022

Subject: Professional Services Agreement with Traffic Patterns, LLC for Transportation Engineering Support

Prepared by: Marisa Lee, Transportation Services Manager

Reviewed by: Jim Sandoval, Director of Public Works

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- Attachment A: Scope of Work and Fee Estimate
- Attachment B: Resolution

Initiated by: Transportation Services Division of Public Works

Previous Council Consideration:

- February 7, 2019; July 5, 2019; January 31, 2020; October 27, 2020

Fiscal Impact:

The proposed scope of work for this agreement is estimated to cost \$312,800. Funds in Attachment A are broken down between CIPs and On-Call Professional Services. Sufficient funds for the CIP projects are available in each CIP fund, and sufficient funds for the On-Call Professional Services are available in the Transportation Services Department’s Professional Services Operations Budget for FY 22-23 (4210-5270).

- Amount already included in approved budget? Yes
- Amount above budget requested: \$0

On-Call Transportation Engineering Support ESTIMATED COST			
Project Item		Proposed Budget	
On-Call Transportation Engineering Support - CIPs		\$ 148,000	
CIP Contingency (10%)		\$ 14,800	
On-Call Transportation Engineering Support - Operations		\$ 150,000	
Estimated Total Cost		\$ 312,800	
Breakdown of Approved CIP Funds Available			
CIP #	CIP Name	Funding Source	Approved Funds Available
TS-01013	Annual Transportation Enhancements	General Fund/CIP	\$ 185,616
TS-01057	In-Road Light System Maintenance	General Fund/CIP	\$ 300,000
TS-01060	Safe Routes to School Improvement Projects	VRF	\$ 36,925
4210-5270	Transportation Services Operations Budget - Professional Services	General Fund Operations	\$ 228,552
Total Budget Available			\$ 751,093

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

SN



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A detailed breakdown of how the budgeted funds to be used to support the Scope of Work is shown in Attachment A.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

None

Summary:

- Continued assistance for the Public Works Department is needed for on-call transportation engineering and planning services, including supporting the Transportation Services Division's staff
- Traffic Patterns has been successfully assisting the City with project management and various tasks for the Transportation Services Division since February 7, 2019. They are intimately familiar with the Los Altos community and all transportation related issues throughout the City
- The term of the Agreement expands Traffic Patterns' services through Fiscal Year 23-24

Staff Recommendation:

Approve the Agreement for Transportation Engineering Support with Traffic Patterns, LLC in an amount not to exceed \$312,800 to provide transportation engineering consulting services for the Public Works Department through FY 23-24.

Purpose

Contract for continued transportation engineering and planning consulting services for the Public Works Department.

Background

Traffic Patterns is needed to continue assisting the Public Works Department with various transportation projects, resident requests, and signal operations. Traffic Patterns is intimately familiar with the Los Altos community and all transportation related issues throughout the City and, for the period since February 7, 2019, has served as the City's on-call transportation engineer and Interim Transportation Services Manager.

Traffic Patterns has been successfully assisting the City with project management and various transportation planning and engineering tasks since 2019. They have provided support on tasks including but not limited to project management, traffic operation investigations, serving as the Interim Transportation Services Manager and Complete Streets Commission liaison, traffic signal management, transportation planning and design support, traffic studies, development of the Schoolroutes.org mobile app and website, and development of the city-wide traffic model.



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Discussion/Analysis

Traffic Patterns is needed to continue assisting the Public Works Department with various transportation projects, resident requests, signal operations, etc. Traffic Patterns is intimately familiar with the Los Altos community and all transportation related issues throughout the City. Accordingly, the firm is uniquely qualified to continue services as a sole source vendor.

The Agreement will extend services through Fiscal Year 23-24. Attachment A provides a summary of their proposed Scope of Work and fee breakdown.

Recommendation

The staff recommends the City Council adopt a resolution to authorize the City Manager to execute an agreement between the City of Los Altos and Traffic Patterns, LLC in an amount not to exceed \$312,800 to provide transportation engineering consulting services for the Public Works Department through FY 23-24.