



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 5/3/2022

ITEM NO: 14

DATE: April 27, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute On-Call Traffic Engineering Consultant Services Agreements for Pass-Through Accounts with Advanced Mobility Group, Fehr and Peers, Hexagon Transportation Consultants, Inc., Kimley-Horn Associates, Inc., TJKM Transportation Consultants, and W-Trans

RECOMMENDATION:

Authorize the Town Manager to execute on-call Traffic Engineering consultant services agreements for Pass-Through Accounts with Advanced Mobility Group (Attachment 1), Fehr and Peers (Attachment 2), Hexagon Transportation Consultants, Inc. (Attachment 3), Kimley-Horn Associates, Inc. (Attachment 4), TJKM Transportation Consultants (Attachment 5), and W-Trans (Attachment 6).

BACKGROUND:

The Pass-Through Accounts Program provides an accounting structure to receive applicant fees to pay for the required technical analysis (e.g., traffic study engineering and/or geotechnical reviews) of an applicant's private development proposal by the Town's consultants. This structure separates ongoing Parks and Public Works Department operations and activities from development application reviews funded through applicants. Fees for these external development services are paid for in advance by the development applicants.

DISCUSSION:

The Town's on-call Traffic Engineering consultants provide services and expertise to support staff in the review of development projects in a timely manner. These services include transportation impact analysis and reports per the Town's policies and guidelines that may

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Traffic Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Parks and Interim Public Works Director

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DISCUSSION (continued):

include Vehicles Miles Traveled (VMT), trip generation studies, site circulation and access review, intersection and roadway Level of Service (LOS) analysis, traffic safety analysis, parking studies and analysis, as well as Transportation Demand Management analysis and recommendations.

On May 5, 2021, the Town issued a Request for Qualifications (RFQ) for the On-Call Traffic Engineering Consultant Services. Proposals were due May 26, 2021. Staff received proposals from eight firms.

Upon review of qualifications and reference checks for each, six firms were selected for the On-Call Traffic Engineering Consultant List for Pass-Through Accounts. Each of these six firms and/or their team have been providing traffic engineering services in the Bay Area for many years and most have served as a consultant to the Town for the past ten years. Staff selected six firms to provide flexible and timely on-call traffic engineering services since these consultants also provide services for private developments in the Town and may have limited availability.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to enter into On-Call Traffic Engineering consultant services agreements (Attachments 1, 2, 3, 4, 5, and 6) with Advanced Mobility Group, Fehr and Peers, Hexagon Transportation Consultants, Inc., Kimley-Horn Associates, Inc., TJKM Transportation Consultants, and W-Trans to continue the Pass-Through Accounts Program for traffic reviews and analysis for private development projects.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and the Finance Department.

FISCAL IMPACT:

There is no fiscal impact as costs for the On-Call Traffic Engineering consulting services for Pass-Through Accounts are paid by applicants of development proposals.

ENVIRONMENTAL ASSESSMENT:

Environmental Review is not required as this is not a project defined by the California Environmental Quality Act.

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Services Agreements for Pass-Through Accounts

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Attachments:

1. Draft Advanced Mobility Group Agreement
2. Draft Fehr and Peers Agreement
3. Draft Hexagon Transportation Consultants, Inc. Agreement
4. Draft Kimley-Horn Associates, Inc. Agreement
5. Draft TJKM Transportation Consultants Agreement
6. Draft W-Trans Agreement