



June 30, 2018

Mr. Kenneth Domer
City Manager
City of Fullerton
303 West Commonwealth Avenue
Fullerton, CA 92832-1775

RE: Consultant Traffic Engineering Services Contract Renewal from July 2018 to June 2020

Dear Mr. Hoppe:

Mr. Mark Miller, Executive Vice President of Albert Grover & Associates, has been serving as the City Traffic Engineer for Fullerton since 1997. At your request, we are agreeable to continue providing the various traffic engineering services required by the City.

Generally, AGA will serve as the City Traffic Engineer and will perform professional traffic engineering services necessary to render advice and assistance to the City Council, the City's Transportation and Circulation Commission (T&CC) and the City Engineering Department. Specifically, AGA will provide (at a minimum) the following services to the City:

1. Provide a minimum of eight (8) hours per week in the person of Mark Miller, P.E., who will serve as the City's Traffic Engineer. It is proposed that these eight hours will usually be provided on Tuesdays. Additional hours will be provided as needed throughout the week. Mr. Miller will also attend and serve as staff at the T&CC meetings once each month, and attend regular City Council meetings as requested by the Director.
2. Prepare traffic engineering staff reports for the T&CC and the City Council meetings and make presentations of these reports as requested by the Director.
3. Prepare and/or review plans for traffic signals, roadway signing and striping for routine City capital projects.
4. Review traffic and street alignment plans for private developments, and determine appropriate mitigation for development projects. It should be noted that AGA also maintains the City's Traffic Model.
5. Prepare or assist in responses to complaints and concerns from the public regarding traffic issues, in conjunction with Engineering staff.
6. Review the operations of the City's traffic signal system and recommend and/or implement changes with the approval of the Director.

TRANSPORTATION CONSULTING ENGINEERS

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7. Prepare reports and minor studies for compliance with various County and State requirements, such as for Measure M and Congestion Management funding.
8. Provide training of City engineering staff in traffic engineering software.
9. Perform other functions that are considered routine to the City's Traffic Engineer position.
10. Comply with all Federal, State and local laws and ordinances, all to the reasonable satisfaction of the City.

While the majority of these services will be provided directly by Mr. Miller, AGA's entire staff will be available to provide traffic engineering assistance to the City. These services will be performed at the hourly rates as shown on the attached Schedule of Hourly Rates. These rates cover the cost of all staff time and all other direct and indirect costs or fees, including the work of AGA's employees and subconsultants. AGA's Hourly Rate Schedule is subject to change periodically; however, the rates charged to the City will remain fixed until such new rates are accepted/approved by the City. Existing rates have not been increased since July 2014; however, new positions and rates were added and updated in January 2018.

In recognition of the opportunity to provide engineering services on an extended term basis, the compensation for Mr. Miller's services as the City's Traffic Engineer shall be billed at the discounted rate of \$205 per hour for Fiscal Year 2018-2020. This is the same rate that was used for the Fiscal Year 2017-2018 and represents a discount of 18% when compared to Mr. Miller's normal billing rate at \$250 per hour.

The above scope of services can be extended indefinitely in annual increments upon City acceptance of the then current AGA rate schedule.

AGA sincerely appreciates the opportunity to continue to serve as the City's Traffic Engineer. Should you have any questions regarding our proposed services or fees, please call me.

Respectfully submitted,

ALBERT GROVER & ASSOCIATES



Natali Eid Esparza
Senior Associate

Attachment – Schedule of Hourly Rates



SCHEDULE OF HOURLY RATES
Effective January 1, 2018

Principal/President	\$	275	
Vice President	\$	250	
Director of Project Development	\$	250	
Principal Transportation Engineer	\$	225	
Senior Transportation Engineer	\$	200	
Senior Design Engineer/Project Development Manager	\$	185	
Advanced System Integrator	\$	180	
Senior Associate	\$	170	
Transportation Engineer/Senior Project Coordinator	\$	170	
Senior Signal Systems Specialist/Construction Inspector/System Integrator	\$	165	
Signal Systems Specialist/Design Engineer	\$	150	
Associate Transportation Engineer II/Civil Engineering Associate	\$	140	
Transportation Engineering Associate	\$	135	
Associate Transportation Engineer I	\$	125	
Signal Systems Technician/Senior CADD Operator	\$	125	
Project Coordinator	\$	120	
Associate Engineer II	\$	115	
CADD Operator/Associate Engineer I	\$	110	
Assistant Transportation Engineer/Assistant Engineer	\$	90	
Traffic Enumerator, Engineering Aide II	\$	75	
Engineering Aide I	\$	50	
Council/Commission Meetings, Hearings, etc. (Billing Rate + \$50 Surcharge)	\$	1,000	Minimum
Expert Witness (Billing Rate + \$50 Surcharge)	\$	1,000	Minimum
Expert Witness - Deposition/Court (Billing Rate + \$100 Surcharge)	\$	1,000	Minimum
Subconsultants will be billed at cost plus 20%			

Conditions of Usage: The above rates are typically effective for a 12-month period, but AGA maintains the right to change the billing rates at any time for convenience of record keeping. Therefore, all billings will always be at the then current billing rates. This will not affect any agreed upon total or not-to-exceed fees.

INVOICES WILL BE SUBMITTED MONTHLY AND SHALL BE DUE AND PAYABLE WITHIN 30 DAYS. FINANCE CHARGES MAY BE ACCRUED DAILY ON UNPAID BALANCES BASED ON A 10% ANNUAL PERCENTAGE RATE.

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