



Agenda Report

Fullerton City Council

MEETING DATE: NOVEMBER 16, 2021

TO: CITY COUNCIL / CITY MANAGER

SUBMITTED BY: STEVE DANLEY, ACTING CITY MANAGER

PREPARED BY: MEG McWADE, PUBLIC WORKS DIRECTOR
DEREK WIESKE, ACTING CITY ENGINEER
JEROME JOAQUIN, SENIOR ADMINISTRATIVE ANALYST

SUBJECT: TRAFFIC ENGINEERING SERVICES CONTRACT
AMENDMENT WITH LG2WB ENGINEERS, INC.

SUMMARY

Consideration of an amendment to the three-year contract with Linscott, Law, & Greenspan, Engineers, a DBA entity of LG2WB Engineers, Inc., for on-call traffic engineering services to provide for increased and expanded scope of services, including development review and staff augmentation.

RECOMMENDATION

1. Approve and authorize City Manager, or designee, to execute and administer Amendment Number One to Agreement with LG2WB, in a form approved by the City Attorney.
2. Authorize City Manager or Public Works Director to execute optional one-year extensions up to a maximum three one-year extensions in a form approved by the City Attorney.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Infrastructure and City Assets.

FISCAL IMPACT

Amendment Number One increases the contract amount for on-call services from \$240,115 to \$424,220 annually. The amendment also provides for an expanded scope of on-call services at varying billing rates. This will enable the City to engage services at support rates that best match the City's support level need at potentially lower cost.

The Fiscal Year 2021-22 adopted budget includes costs for consultant traffic engineering services, based on a previous years' performance and on an anticipated need for traffic engineering services for the fiscal year. A significant increase in reimbursable development activities, as well as a need for staff augmentation services in Traffic Engineering, necessitates the proposed annual increase from \$240,115 to an anticipated \$424,220 for traffic engineering services.

Vacancy savings from the Engineering Aide III position, the pending vacancy of a Senior Traffic Engineering Analyst position and savings from Measure M and Gas Tax funds support the proposed revised agreement dollar amount and increase for City Traffic Engineering Services. Additionally, reimbursable development projects and budgeted CIP projects support costs related to the review of traffic impacts associated with private development projects and traffic-related CIP projects. Staff does not request any budget adjustments.

DISCUSSION

On June 16, 2020, City Council approved an agreement with LG2WB Engineers, Inc. (LLG), with an estimated \$240,115 annual amount, for a period of three years (July 1, 2020 to June 30, 2023) and a maximum of three optional one-year extensions for traffic engineering services, at the fee schedule of hourly rates for on-call traffic engineering and maintenance services included in LLG's original fee proposal. At that time, City Council also authorized the Public Works Director to approve and execute one-year extensions up to a maximum three extensions. Since that time, LLG has successfully provided traffic engineering services to the City, including providing a contract City Traffic Engineer.

Due to increased development activity over the past 18 months, the City Traffic Engineer has spent an increasing amount of time on development-related activity, including the Goodman Logistics Center project. This has placed an increased amount of demand on the only in-house staff member in the City's Traffic Engineering Section to provide general traffic engineering services. This includes responding to resident and business traffic inquiries and concerns, assisting with traffic collision analysis, providing staff support services to the Transportation and Circulation Commission and City Council, administering traffic-related capital improvement projects, responding to the City's traffic signal system maintenance needs, developing and monitoring the Traffic Engineering Section budget, attending Development Review Committee meetings, managing the City's Traffic Management Center, administering traffic signal maintenance contracts and maintaining the City's traffic engineering files.

The current Senior Traffic Engineering Analyst has worked for the City for over 30 years and will retire at the end November 2021. Once the Senior Analyst retires, the City will have vacancies in both of the existing in-house positions in the Traffic Engineering Section. The City is recruiting to fill a position in this section but anticipates that the recruitment will take at least three to four months. Furthermore, it will take some time to fully train anyone newly hired into the Traffic Engineering Section, as the City has several specific traffic and parking programs with which to become familiar, such as the City's Overnight Parking Prohibition Program. Staff anticipates needing additional consultant traffic engineering for at least the next 10 to 12 months beyond what it originally anticipated when the City entered into the current agreement with LLG. Therefore, staff solicited a proposal from LLG to provide additional services.

On October 27, 2021, LLG provided the City with a proposal to help bridge the staffing gap for the next 18 months. This proposal includes the services of a consultant Traffic Engineering Analyst who can assume some of the administrative duties in the Traffic Engineering Section, such as responding to citizen inquiries, providing staff support to the Transportation and Circulation Commission and providing traffic reviews on more routine assignments. Over the next 18 months, staff anticipates that the consultant traffic analyst can devote a great deal of time to administering traffic-related capital projects, using funding from the specific capital project accounts to absorb costs.

LLG's proposal also includes the City Traffic Engineer devoting a greater amount of time to development-related activity, as staff anticipates the high volume of development-related work to continue over the next 18 months. The development projects will fully reimburse this work through the creation of reimbursable accounts. However, staff will devote the majority of this development-related work to the larger development projects. Staff will continue to charge much of traffic engineering review work associated with the smaller development projects to general accounts, as they often require only a few hours per project and establishing reimbursable accounts often does not make sense for these smaller projects.

Staff has reviewed the proposal from LLG and recommends that City Council authorize an amendment to the existing agreement with LLG, to increase the annual contract amount from \$240,115 to an anticipated \$424,220, during the initial term and any extensions. Amendment Number One also includes a revised fee schedule of hourly rates to provide additional, expanded support services for on-call traffic engineering and maintenance services included in LLG's Fee Proposal, dated October 27, 2021 (Attachment 2). The revised fee schedule also includes additional positions, if needed, to provide for greater staff augmentation flexibility. The parties will establish future annual contract amounts based on anticipated development / general traffic engineering activity, subject to budget availability.

Attachments:

- Attachment 1 – Proposed Amendment to Existing Agreement with LG2WB Engineers, Inc.
- Attachment 2 – LLG's Proposal dated October 27, 2021 and Fee Schedule for December 1, 2021 to June 30, 2023