



DATE: March 26, 2019

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Amend Professional Services Contract – Traffic Engineering**

RECOMMENDATION

Authorize the City Manager to amend the existing professional services contract with CHS Consulting, Inc., d.b.a. CHS Consulting Group, for an additional \$140,000 for on-call traffic engineering services, for a total contract amount of \$240,000.

BACKGROUND

In recent years, to keep up with increasing development activity and a greater number of projects, the Public Works Department has contracted with traffic engineering consulting firms such as CHS Consulting Group for traffic engineering services related to development and Capital Improvement Program (CIP) projects. These services include assistance with CIPs, traffic engineering, traffic signal upgrades and retiming, plan check reviews, transportation impact analysis reviews, and related tasks. Contracting with outside services allows the flexibility to manage workload as it fluctuates. Hiring consultants has been essential to maintaining turnaround timelines and meeting community expectations for a high level of service.

ANALYSIS

Staff evaluated the anticipated workload through the remainder of the fiscal year and recommends increasing the CHS Consulting Group contract in the amount of \$140,000 for additional on-call traffic engineering services. The recommended increase will allow the Public Works Traffic Section time for project management, day-to-day traffic activities, and coordination with developers and outside agencies.

FISCAL IMPACT

Fiscal Year 2018-19 Adopted Budget, Account 223770-55600, includes limited-period funding of \$150,000 for consultant support in the Traffic Engineering Section. Of this

amount, \$100,000 has been encumbered for the traffic engineering services stated above, leaving an unencumbered balance of \$50,000. Additionally, Annual Traffic Studies/NTMP Improvements/Bicycle Counts, CIP 18-15, includes one-time funding of \$90,000 to update the traffic signal timing records. Thus, the total amount of \$240,000 is within the adopted budget.

ALTERNATIVES

1. Do not authorize the contract amendment.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

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