



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/20/2018
Agenda Placement: 6GG

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Steven Lederer - Director of Public Works
Public Works
REPORT BY: Graham Wadsworth, Engineering Supervisor - 259-8331
SUBJECT: Approve agreement for on-call traffic engineering support services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with TJKM for a maximum of \$60,000 for the term March 26, 2018 through June 30, 2018 with an automatic three-year renewal provision for services required to provide on-call traffic engineering support services, including the review and evaluation of private development proposals.

EXECUTIVE SUMMARY

The purpose of this request is to provide consultant services to process pending private development applications, and to provide traffic engineering support, until the vacant Associate Engineer for Traffic position is filled. This position became vacant on August 24, 2017, and is expected to be filled by July 2018. The position has been filled by a consultant traffic engineer for the past several months, but that contract is expiring imminently and traffic engineering services are still required.

After a Request for Proposal process, staff has identified TJKM of Pleasanton as the most qualified team to assist the County to provide on-call traffic engineering services.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | Costs related to this agreement will be borne through the Public Works Department Budget from salary savings due to the Associate Engineer for Traffic position being vacant (Subdivision 12200-00). Additional services to other Divisions, such as Roads, will be paid for by Roads, Senate Bill |

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| | 1, or other funding. |
| Is it Mandatory or Discretionary? | Mandatory |
| Is the general fund affected? | Yes |
| Future fiscal impact: | Associate Engineer position's salary and benefits will be included in FY18/19 requested budget (\$157,000). If the position is not filled, the cost for the agreement will be paid for by the salary savings. |
| Consequences if not approved: | If the agreement is not approved, the County may be unable to provide the following: review of traffic studies, preparation of CEQA documents, recommendations for proposed wineries, or responses to application requests. |
| Additional Information: | |

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County is required by CEQA to conduct an environmental analysis of all discretionary permits submitted for approval. Wineries or other commercial projects generate potentially significant amounts of traffic and are often required to submit Traffic Impact Studies to evaluate potential traffic or traffic safety impacts. Due to the complexity of traffic analyses, the Public Works Department Associate Engineer for Traffic has provided technical assistance to the Planning Division of the Planning, Building and Environmental Services (PBES) Department. This position became vacant on August 24, 2017, and the Board awarded an agreement for \$46,900 to Fehr & Peer to provide traffic engineering services on September 26, 2017.

Despite diligent recruitment efforts, the vacant position has not been filled. On December 19, 2017, the Board approved an amendment for \$44,820 to Fehr & Peer to provide traffic engineering support service 20 hours per week, until the vacant position was filled, which was anticipated to happen in January 2018. The position is now expected to be filled by July 2018, and Fehr & Peer does not have the staff available to continue with their contract. As a result, a request for proposal (RFP) for on-call traffic engineering support services was sent to 7 firms and posted on the County's Procurement web page. Eight consultants submitted proposals in response to the RFP. The proposals were evaluated on several criteria including the following: responsiveness to the request for proposal, range of services provided by the team, relevant experience and professional qualifications of personnel assigned to the project, and knowledge of relevant standards and codes.

On March 2, three teams were interviewed and a panel of County staff identified the following three firms as the most qualified teams to assist the County to provide on-call traffic engineering services for various county projects: TJKM (Pleasanton), Willdan Engineering (Oakland), and Kimley Horn (Oakland). The intent is to contract with the number one qualified firm, TJKM, to provide one individual who will work approximately 20 hours per week until the vacant position is filled. In addition to ensuring all required information is provided in traffic studies, this consultant will also provide traffic engineering support for encroachment permit applications, capital improvement plans, and citizen requests for traffic control.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula