



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** July 23, 2019

**TO:** Christine Daniel, City Manager

**FROM:** Andrew Clough, Director of Public Works

**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Three (3) Year Professional Services Contract In The Amount Of \$240,000 With Iteris, Inc. For On-Call Traffic Engineering Consultant Services For Fiscal Years 2019/20, 2020/21, And 2021/22, And Authorizing The City Manager To Execute Up To Two (2) Additional One-year Extensions Not To Exceed A Five Percent Cost of Living Adjustment Each Year, Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Year, For A Total Contract Value Not To Exceed \$400,000**

### RECOMMENDATION

Staff recommends that the City Council of the City of Emeryville adopt the above entitled resolution.

### BACKGROUND

In May 2019, the Public Works Department invited proposals from qualified firms to provide "On-Call Traffic Engineering Consultant Services," as set forth in a Request for Proposals ("RFP"). Firms submitting proposals were prepared to immediately enter into a Professional Services Contract ("Contract") for the services described in the RFP. The selected consultant will provide on-call traffic engineering services for the City for three (3) years, plus two (2) possible one-year options up to a maximum total contract duration of five (5) years.

### DISCUSSION

Five companies responded with proposals for the Public Works Department's RFP for On-Call Traffic Engineering Consultant Services. After a lengthy review process, staff recommends Iteris, Inc. to complete the services requested for this Contract.

While all five companies demonstrated great qualifications and a detailed understanding of the services needed by the City, City staff is most comfortable with the proposal from Iteris, Inc. for the projects that the City is expected to undertake in the next few years (Intelligent Transportation Systems ("ITS") infrastructure projects, ITS architecture documentation, and re-working internal City procedures for Traffic Operations).

## **FISCAL IMPACT**

The proposed contract terms is three (3) years, plus two (2) possible one-year extensions up to a maximum total contract duration of five (5) years.

The proposed total contract amount for Fiscal Years 2019/20, 2020/21, And 2021/22, is \$240,000. This includes an estimated \$60,000/year budget for On-Call Traffic Engineering Consultant Services and \$20,000/year budget for additional work related to Capital Improvement Program projects. If two (2) one-year options are authorized by the City Manager, the total Contract value may increase up to \$400,000.

There are adequate funds available in the Fiscal Year 2019/2020 and 2020/2021 Public Works Operating Budget for Professional Services (Fund #101, Accounts 4050-80050 and 4060-80050). Continuation of the Contract for additional fiscal years will be contingent upon the City Council appropriating funds for the applicable fiscal year(s). The rate sheet will be adjusted each fiscal year providing the Contractor with a cost of living adjustment based on the Bay Area Consumer Price Index, to a maximum of 5% per year.

Additional work may be done as part of Capital Improvement Program projects. This work is proposed to be funded from the Design/Professional Services component of the respective Capital Improvement Program project budget.

## **CONCLUSION**

Staff recommends that the City Council of the City of Emeryville adopt the above entitled resolution.

**PREPARED BY:** Ryan O'Connell, Senior Civil Engineer

## **APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:**



Christine Daniel, City Manager

## **ATTACHMENTS**

- Draft Resolution
- Professional Services Contract (Iteris, Inc.)
  - a. Exhibit A – Scope of Work
  - b. Exhibit B – Insurance Requirements
- RFP for On-Call Traffic Engineering Consultant Services