



Item No. 11 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: JULY 16, 2014

**SUBJECT: APPROVAL OF TASK ORDERS RELATED TO TRAFFIC SERVICES
AND PROGRAM MANAGEMENT – INTERWEST GROUP**

RECOMMENDATION

Authorize the City Manager to execute Task Orders for On-Call Traffic Engineering Services and the Civic Center Program Management with Interest Consulting Group.

BACKGROUND | DISCUSSION

The Town has a contract for services with Interwest Consulting Group (“Interwest”) for basic on-call engineering services at 20-24 hours a month (flat fee). Staff from Interwest augment the Town’s full-time Public Works Superintendent and Associate Engineer by providing general technical assistance and guidance for routine public works programs, policies, activities, and projects; as well as, support for regional programs and regulatory compliance.

When the Town requires specific professional services and technical expertise, the Town and Interwest develop a Scope of Work for the particular project and the Town uses the depth of resources within Interwest to complete the work. This routinely occurs in the following areas:

- large-scale capital projects (Civic Center Project);
- geographic information systems;
- information technology;
- traffic engineering;
- grant preparation; and
- development plan review.

The costs for these professional services are built into the Town’s operational and capital improvement budget. Two Task Orders are attached. The first is for “On Call Traffic Engineering Services” and the second is for “Civic Center Program Management.” Both tasks were incorporated into the 2014/15 Budget and do not represent any additional costs for the

Town beyond budget. However, because the Task Orders are at or above the \$15,000 limit, the City Council must authorize the City Manager to execute the Task Orders.

Task Order No. 1 is for On-Call Traffic Engineering Services in support of the Town's needs throughout the fiscal year. Last year, under smaller task orders Interwest generated traffic review studies at several intersection, developed restriping plans, reviewed stop sign locations, and conducted speed studies. Funding for this Task Order is supported in the Town's Capital Improvement Budget – Not to exceed \$15,000.

Task Order No. 2 is in support of the Civic Center Project. Staff from Interwest assist in support of the Civic Center Advisory Committee, management of various project consultants, review and/or preparation of requests for proposal, and the preparation of staff reports. Last year's task order expired on June 30 and the current Task Order proceed through the pre-construction phase – Not to exceed \$78,000.

ATTACHMENTS

Task Order No. 1 – On-Call Traffic Engineering Services

Task Order No. 2 – Civic Center Program Management

Town of Atherton Task Order 2014-1
ON-CALL TRAFFIC ENGINEERING SERVICES

Interwest Consulting Group (Interwest) will provide traffic engineering services on an as-needed basis. We will provide engineering analysis/review, technical assistance and support to the Town of Atherton (Town) on traffic engineering-related issues programs, policies, activities, and projects. Interwest will serve the Town as your technical staff and will serve as the primary link between the Public Works Department and other Town departments, elected officials, regional public/regulatory agencies, and community and business stakeholders. We will provide the technical expertise and resources to manage traffic engineering activities for the Town.

Interwest has extensive experience performing traffic impact studies, stop sign and traffic signal warrant analysis, speed surveys, radar speed board calibrations, traffic signal timing, parking operations, capital improvement projects management, plan review & conditions of approval, responding to customer traffic-related matters, preparing administrative traffic maintenance orders (ATMO), traffic calming, traffic control plans, bicycle and pedestrian safety.

Work performed by Interwest will include:

- Develop temporary traffic control and detour plans for construction projects and special events.
- Traffic signal design preparation.
- Prepare traffic calming plans to include physical design modifications, sign plan and markings.
- Review traffic signal timing plans and collision data for intersections and provide recommended adjustments.
- Prepare small-scale pavement marking, signage and delineation plans.
- Investigate traffic issues including site observation, collision analysis and recommendations.
- Prepare traffic engineering work orders.
- Assist with school-related traffic congestion and bicycle/pedestrian accessibility issues.
- Complete Street Policy design elements and implementation plans.
- Corridor and intersection analysis, including operations, safety, and level of service.
- Review/prepare construction detour plans.
- Provide detailed traffic engineering design services.
- Assist in preparing requests for proposals and grant applications.
- Attend, participate in and/or facilitate meetings and workshops on behalf of the City.
- Assist with the development of relevant policies.

Work will be performed on an hourly time and materials basis. Not to exceed \$15,000.

Town of Atherton Task 2014-2

CIVIC CENTER PROGRAM MANAGEMENT

Interwest Consulting Group (Interwest) proposes to provide Program Management services for this project. In this phase prior to beginning of design, services will be as follows:

- support for the preparation of the Environmental Assessment of a potential new Civic Center with a preferred alternative selected by the Atherton City Council at their March 19, 2014 meeting;
- preparation of a Request for Proposal for Geotechnical Services for the Civic Center Project prior to construction, including solicitation, evaluation and recommendations;
- preparation of a Request for Proposal for Project Management Services for the Civic Center Project, including solicitation, evaluation and recommendations;
- preparation of a Request for Proposal for Project Design Services for the Civic Center Project, including solicitation, evaluation and recommendations;
- maintaining contact with and notifying external vendors that publicize consulting opportunities in order to broadly solicit proposals;
- preparation of agendas and staff reports;
- preparation of public information materials and dissemination on Town Web site;
- monthly update of overall project schedule, if changed since previous schedule; and
- managing the work of the Project Manager and Geotechnical Engineer through the completion of the Environmental Assessment process.

Interwest has been acting as Town staff in the development of the Civic Center project. As such, we have attended numerous meetings with interested residents individually and in groups attending ad-hoc committee meetings, and acted as Town staff would to assure the project's success. We mention these efforts in order to explain the proposal's estimated number of hours and fee limit. Although HMC submitted the bulk of their work early in February, since that time, Interwest has averaged over 22 hours per week on the Civic Center project, with much of the work focused on managing a single consultant. Because we believe that the amount of work associated with multiple consultants [environmental, geotechnical, project management, and design (solicitation)] will be significantly greater than for the Master Plan alone, we have increased the allowance for Interwest's program management to accomplish the work necessary during this important phase of the Civic Center project.

The Project Manager for this task will be Gordon Siebert, who has been performing work under Task Order 2013-2 on behalf of the Town.

Estimated Fee

Interwest proposes performing this work on an hourly fee basis. Based on the current project schedule for the pre-construction phase for the Civic Center project and selection of the design architect team at the October Council meeting, our not-to-exceed fee is \$78,000.