



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Matthew Lee, Public Works Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute an Agreement With TJKM Transportation Consultants for Traffic Engineering Services on an As-Needed Basis in the Amount of \$265,000

BACKGROUND: With a total street network of approximately 89 centerline miles, the City is responsible for the implementation and operation of all traffic control devices located within public right-of-way such as traffic signals, stop signs and pavement markings. As authorized by the San Bruno Municipal Code, the powers and duties of the traffic engineer consist of determining proper timing of traffic control devices, conducting engineering investigations of traffic conditions, and developing methods to improve traffic conditions.

The City has had a vacancy in the traffic engineering position since April 2020. Because of this, the City has had to utilize a consulting firm to provide as-needed traffic engineering services. In March 2020, the City issued a Request for Proposals (RFP) for consultants to perform as needed engineering services in the field of traffic engineering.

These services are overseen by the City Engineer, and include but are not limited to:

- Revising signal timing.
- Reviewing private development traffic impact analyses.
- Updating and executing the City's traffic calming program
- Evaluating traffic safety and parking requests.
- Reviewing more complex traffic control plans.
- Reviewing traffic related capital improvement projects
- Performing California Municipal Uniform Traffic Control Device warrant analyses.
- Analyzing requests for additional or enhanced pedestrian crossings,
- Representing the City on traffic engineering issues at community meetings

The RFP was directly distributed to the on-call traffic engineering consultants and an evaluation of proposals was conducted based on the following criteria:

- Understanding and approach;
- Qualification and experience of the traffic engineer and firm; and
- Qualifications related to traffic signal design, traffic studies and warrant analysis.

After evaluating the proposals, staff selected TJKM Transportation Consultants to serve in the role of consultant traffic engineer. Their proposal demonstrated a professional, well

qualified level of experience and expertise in traffic engineering. Furthermore, the firm's engineer that would be serving as our consultant traffic engineer had recent experience serving as City Traffic Engineer at other Bay Area municipalities including the Cities of Mountain View and Santa Clara.

DISCUSSION: Beginning in fiscal year 2022-23, the position of traffic engineer was reclassified from Associate Civil Engineer to Senior Civil Engineer to be commensurate with the responsibilities and expectations of that position. The City is actively working to fill this position as quickly as possible. However, to be conservative at this time, the City anticipates the continued need to utilize TJKM on an as-needed basis. Since they started working with the City in 2020, TJKM has developed valuable institutional knowledge of the City's network, policies and procedures. The cost for a consultant to provide traffic engineering services full time for one year is approximately \$480,000 while a full-time, permanent in-house senior civil engineer performing that same service would have a fully burdened rate of approximately \$185,000. Salary savings from that vacant position is proposed to be utilized along with \$80,000 from the Engineering Section's operating budget which was allocated in the Fiscal Year 2022-2023 budget for this purpose. The total not to exceed amount is \$265,000 for this contract agreement. This amount is sufficient for the consultant to provide professional traffic engineering services for approximately half time for one year.

FISCAL IMPACT: This agreement will authorize \$185,000 in salary savings and \$80,000 from the approved Engineering Section's operating budget for consultant services. Hourly rates for contract traffic engineering support is approximately \$230 per hour. Certain services, such as those for reviewing private land development projects, are directly reimbursable by applicants through developer reimbursement agreements. Pass through costs will not be included in the agreement not to exceed amount as they would not affect the Engineering Section's operating budget.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Adopt resolution authorizing the City Manager to execute an agreement with TJKM Transportation Consultants for traffic engineering Services on an as-needed basis in the amount of \$265,000.

ALTERNATIVES: 1. Do not authorize award of this contract and defer all City-related traffic engineering services, except on private land development projects, until a qualified engineer can be retained.

ATTACHMENTS: 1. Resolution