



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 19

Section Name: {{section.name}}

Account Number: 10-4666

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Public Works Department
MEETING DATE: September 19, 2022

SUBJECT:
On-Call Transportation Services for Various Projects – Agreements

RECOMMENDATION:

Adopt a Resolution to use an alternative purchasing procedure to approve the execution of four on-call professional services agreements with AECOM Technical Services, Inc., Fehr & Peers, Kittelson and Associates, Inc., and Steer Davies and Gleave, Inc., for terms each through June 30, 2024, each for a total amount not to exceed \$250,000; and authorize the Public Works Director to execute the agreements in substantially the form presented and to amend the agreements within the budget amount.

BACKGROUND:

The Public Works and the Community Development Departments require consultant services to prepare transportation impact analyses (TIAs) and transportation demand management (TDM) plans for private development projects. In light of the high volume of private development projects, and the potential need for several analysis processes to occur simultaneously, staff conducted a competitive request for qualifications (RFQ) process beginning in August 2019 to identify on-call consultant teams. City Council approved 2.5-year agreements with four firms to provide these services in January 2020: AECOM, Fehr & Peers, Kittelson and Associates, and Steer Davies and Gleave.

The firms have provided on-call services to the City for the duration of the agreements. The agreements ended on June 30, 2022. The City's preference is to enter into new 2-year agreements directly with these four firms as opposed to conducting a new competitive process in order to ensure that transportation analysis for private development processes continues to be provided with no gap in service. Staff has drafted new agreements with each of the four firms to include the same scope as the initial services to continue to provide on-call transportation analysis services for projects.

Staff requests approval of the agreements pursuant to SMMC 3.60.050(b), which allows the Council to authorize procurement without competitive bidding procedures when calling for bids is impracticable, unavailing, or impossible. Contracts with the four on-call transportation firms is appropriate pursuant to these standards because all firms are currently in process of conducting work for the City in these services. The continuation of services through these agreements will result in no disruption in transportation analysis services for private development projects and provides for the retainment of existing firms familiar with the City and private development processes.

To manage on-call services, staff will develop specific task orders, scopes of work, and budgets with each firm for the work effort performed as part of the on-call services contract. The general on-call services agreements will be valid through June 30, 2024.

BUDGET IMPACT:

Each consultant will be issued a blanket purchase order in an amount not to exceed \$250,000. The task orders will be charged to the planning application trust accounts, which are funded by the project developer, or to specific project accounts. All consultant costs will be charged to the appropriate account and are fully cost recovered.

ENVIRONMENTAL DETERMINATION:

The award of these professional services agreements is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

Att 2 - Agreement - AECOM Technical Services, Inc.

Att 3 - Agreement - Fehr & Peers

Att 4 - Agreement - Kittelson & Associates, Inc.

Att 5 - Agreement - Steer Davies and Gleave, Inc.

STAFF CONTACT

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