



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 10, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
TATIANA HOLDEN, P.E., DEPUTY PUBLIC WORKS DIRECTOR**

**SUBJECT: RECOMMENDATION TO APPROVE AN AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH TKM ENGINEERING,
INC. FOR ON CALL PROFESSIONAL TRAFFIC ENGINEERING
SERVICES**

MEETING

DATE: SEPTEMBER 25, 2024

SUMMARY RECOMMENDATION:

Staff recommends that City Council approve Amendment No. 1 in the amount of \$18,000 to the professional services agreement with TKM Engineering, Inc. resulting in a total contract amount not to exceed \$78,000 for On-Call Professional Traffic Engineering Services.

BACKGROUND:

On January 1, 2024, the City entered into an agreement with TKM Engineering, Inc. (TKM) for a not to exceed amount of \$60,000 for professional traffic engineering services on an as-needed basis. Since contracting with the City, TKM has provided traffic engineering services for the City's Capital Improvements Program (CIP), and land development projects; advised on special studies; coordinated maintenance activities; and assisted with responding to questions from the community.

TMK was selected to provide on-call traffic engineering services through a competitive process with the intention of awarding a multi-year contract. In

response to the City's Request for Proposals (RFP) issued on October 12, 2022, TMK submitted a proposal on December 8, 2022. The City received seven proposals and subsequently entered into professional services agreements with TMK and Kimley-Horn & Associates (KHA). While the RFP outlined a contract term consisting of an initial one-year period with the option for up to three one-year extensions, staff did not seek City Council approval for multi-year agreements at that time and instead entered into one-year \$60,000 agreements in 2023 and 2024. Staff has reinitiated the procurement and selection process for on-call traffic engineering services and anticipates returning to City Council later this year to award multi-year agreements.

DISCUSSION/ANALYSIS:

The purpose of this amendment is to maintain traffic engineering services for the next two months and ensure continuity of support for traffic-related grants and project reviews. Staff has posted a Request for Qualifications (RFQ) for traffic engineering services and plans on returning to City Council to seek the award of new multi-year contracts for on-call traffic engineering services in late 2024.

During the past year, TKM has provided general City traffic engineering services and assisted City staff with responding to traffic related requests for information (RFIs) submitted by construction contractors for various CIP projects including the Old Topanga/Mulholland Highway Improvements Project, Las Virgenes Green Street Project, and the annual resurfacing project. TKM has also provided technical support and engineering reviews of design projects including Highway Safety Improvement Program projects (HSIP) and the West Calabasas Road Roundabout CIP Project. TKM provided substantial support for other traffic-related initiatives including the Citywide Speed Survey Recertification, the Traffic Mitigation Fee Program, and the Complete Streets Safety Assessments. TKM attends all Traffic and Transportation Commission meetings, as well.

In addition, this year the City has received and processed an increased number of land development applications that have required traffic reviews which has created extra work for the traffic engineering consultant. Examples of the increased development work include large projects such as the West Village Project and KIA of Calabasas.

Staff has also utilized TKM to support grant applications. This month TKM assisted staff with two 2024-25 HSIP set-aside grant applications for:

- Replacement and upgrade of guardrails citywide in the amount of \$520,600
- Installation of leading pedestrian intervals at traffic signals, pedestrian indicators with countdown timers and accessible pedestrian systems at selected locations in the amount of \$265,000.

The majority of the projects and programs listed above are on-going and staff recommends retaining TKM to continue with these tasks and grants.

FISCAL IMPACT/SOURCE OF FUNDING:

Funds are available in the existing Traffic Engineering/Operations Contractual Services account #10-332-5252-00 and Engineering Contractual Services account 10-311-5252-00. However, the majority of the costs for traffic engineering services are reimbursable by various sources, with the review of commercial and private development projects being reimbursable by the associated recoverable project agreements. The City receives Measure M and Measure R funds for the CIP projects and was successful in receiving an HSIP grant in the amount of \$152,370 in Fiscal Year 2023-24. Recently, the City was awarded a Safe Streets for All (SS4A) grant in the amount of \$1.67M for the development of a Calabasas Action Plan for the Vision Zero initiatives and projects with the assistance from TKM. Staff anticipates that a portion of consultant traffic engineer services will be recoverable from these sources.

REQUESTED ACTION:

Staff recommends City Council amend the value of the contract agreement with TKM Engineering, Inc. to a not to exceed amount of \$78,000 for On-Call Professional Traffic Engineering Services.

ATTACHMENTS:

- A. Proposed Amendment No. 1
- B. Professional Services Agreement with TKM Engineering, Inc.