

*We are a welcoming, active and business-friendly rural
foothill community built on California's rich gold rush history.*



City Manager's Report

June 27, 2023, City Council Meeting

Prepared by: Melissa McConnell, Associate Civil Engineer

Item #: 7.6

Subject: Consider approving a Consulting Services Agreement with Kimley-Horn for the development of the City's Local Roadway Safety Plan (CIP #42248) in the amount of \$46,974.02.

Recommendation: Adopt a resolution:

1. Approving a Consulting Services Agreement with Kimley-Horn in the amount of \$46,974.02 for the development of the City's Local Roadway Safety Plan (CIP #42248) and authorize the City Manager to execute the same; and
2. Approving a \$25,000 budget appropriation in Measure L Fund net revenues for the said project.

Purpose: The development of a Local Roadway Safety Plan (LRSP) is a new requirement of local agencies to apply for Federal Highway Safety Improvement Program (HSIP) calls-for-projects.

Strategic Plan Strategy: Strategy 4 - Update and Maintain City-Owned Infrastructure.

Background: The LRSP is a means for providing local and rural road owners with an opportunity to address highway safety needs in their jurisdiction. The development of an LRSP creates the framework to systematically identify and analyze safety problems and recommend safety improvements to local roadway networks. The result of the development of the City's LRSP will be a list of improvements, projects, and actions that can demonstrate a defined need and contribute to the statewide highway safety plan and to be incorporated on future City roadway projects.

In early 2020, Caltrans notified local agencies that the HSIP program would now require an LRSP or equivalent to apply for future funding. The California Transportation Commission (CTC) allocated a total of \$18 million of state funds for the purpose of assisting local agencies in developing their LRSP. In August 2021, staff applied for and received the state LRSP funding, which requires a 10% match in local funds. The maximum allowable amount of funding for which the City is eligible based on population size is \$40,000, which includes the 10% local match.

On November 5, 2021, staff received the State funding allocation for the LRSP funds in the amount of \$36,000 and on January 22, 2022, the City Council approved a budget appropriation for those funds in addition to the required local match of \$4,000 from the Measure L Fund Operating Reserve.

Discussion: Staff released a Request for Proposals (RFP) for Consulting Services on March 6, 2023, and the proposals were due on March 31, 2023. Four proposals were received from: Mead & Hunt, Minagar & Associates, TJKM Transportation Consultants, and Kimley-Horn. The proposals were reviewed and ranked by a panel of three in accordance with the procedures stated in the Request for Proposals. The review panel unanimously selected Kimley-Horn as the highest-ranking

consultant based on their demonstrated relevant experience, project understanding, project approach, and local knowledge.

Kimley-Horn’s proposal includes a detailed scope, schedule, and fee for the development of the City’s LRSP. Staff is recommending approval of the Consulting Services Agreement with Kimley-Horn for the negotiated scope and fee in the amount of \$46,974.02.

Below is a tentative project schedule and key milestones, assuming Council’s approval to move forward with staff’s recommendations:

Notice to Proceed	July 24, 2023
Development of Stakeholder Group	August 21, 2023
Detailed Safety Analysis	October 1, 2023
Draft Local Roadway Safety Plan	December 2023
Final Local Roadway Safety Plan	January 2024

Options:

1. Approve the Consulting Services Agreement with Kimley-Horn and the budget appropriation as recommended by staff.
2. Provide other direction to staff.

Environmental: Not applicable.

Cost: The cost of the proposed Consulting Services Agreement with Kimley-Horn is \$46,974.02.

Budget Impact: On January 11, 2022, the City Council approved a \$40,000 in budget appropriations for the Local Roadway Safety Plan project (CIP #42248). At its meeting held on June 5, 2023, the Measures H/L Sales Tax Committee recommended the City Council approve an additional \$25,000 budget appropriation from the Measure L Fund net revenues for the Local Roadway Safety Plan project (CIP #42248) for a total project budget of \$65,000. Staff respectfully requests the City Council to approve the Committee’s recommendation.

To date, the project has encumbered the following costs:

Kimley-Horn. (Proposed Agreement)	\$ 46,974
Engineering Staff	<u>4,195</u>
Total	<u>\$ 51,169</u>

As you can see, the \$51,169 in project encumbrances, including the proposed \$46,974.02 Agreement with Kimley-Horn, is within the proposed \$65,000 project budget.



M. Cleve Morris, City Manager



Rebecca Neves, City Engineer

Attachments:

Attachment A: Resolution