



DATE: December 3, 2024

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute Professional Service Agreements with Kittelson & Associates, Inc., Hexagon Transportation Consultants, Inc., and Kimley-Horn & Associates, Inc., for On-call Public Works Transportation Consulting Services

RECOMMENDATION

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute three-year Professional Services Agreements (PSA) with Kittelson & Associates, Inc (Kittelson); Hexagon Transportation Consultants, Inc., (Hexagon); and Kimley-Horn & Associates, Inc., (Kimley-Horn) for on-call Public Works Transportation Consulting services related to development applications under City review.

SUMMARY

The Department of Public Works & Utilities routinely uses on-call transportation consultants to prepare transportation impact assessments and studies (“TIAs”) in order to assist Public Work’s staff in comprehensively evaluating development applications. TIAs assist staff in evaluating the effects of the development on the City’s transportation network and make determinations regarding their compliance with City’s goals, objectives and adopted policies related to transportation.

Currently, the Department of Public Works has four on-call transportation consultants used to prepare TIAs. The current PSAs are scheduled to expire in January 2025. This item would authorize the City Manager to execute new three-year professional services agreements with Kittelson, Hexagon, and Kimley-Horn.

The selected consultants will be placed on the Public Works transportation consulting services on-call list and may be called upon from time-to-time by Staff to prepare transportation impact assessments and studies for development applications under City review on an as-needed and project-by-project basis. When work is needed, one or more of the consultants from the on-call list will be selected by staff and the costs associated with the work will be paid for by the project applicant or developer through developer deposits.

BACKGROUND

The Department of Public Works & Utilities, Transportation Division routinely reviews development applications, including residential, commercial and industrial projects, to assess their compliance with city standards and adopted policies related to transportation. From time-to-time, Staff determines that a development project may require additional analysis in the form of a TIA or study in order to comprehensively assess the project's potential impacts to the City's transportation network and identify mitigation measures.

To assist staff with preparation of transportation impact assessments or studies in a transparent, timely and efficient manner, the Public Works Transportation Division maintains an on-call consultant list of pre-qualified consultants that were approved in 2021 and whose professional services agreements are set to expire in January 2025.

DISCUSSION

This item authorizes the City Manager to execute new three-year PSAs with Kittelson, Hexagon, and Kimley-Horn in order to maintain the on-call consultant list.

To maintain responsiveness and timely processing of development applications, the City needs to have multiple consultants on-call and staff recommends executing agreements with all consultants who demonstrated the ability to successfully complete this work.

The consultants were selected through competitive process Request for Qualifications (RFQ) #25-027: On-Call Transportation Services which was released on OpenGov, the City's online procurement portal, on October 24, 2024. The City received six statement of qualifications. Staff reviewed each qualification and ranked the statement of qualifications based on the pre-determined evaluation criteria awarding up to 60 points in total, which included project management, appropriateness of cost, project understanding, approach, qualifications of the firm/team and responsiveness. Based on the scoring criteria, resulting rankings were as follows:

1. Kittelson & Associates, Inc. (score of 58 out of 60)
2. Hexagon Transportation Consultants, Inc. (score of 58 out of 60)
3. Kimley-Horn & Associates, Inc. (score of 56 out of 60)
4. DKS Associates (score of 54 out of 60)
5. Fehr & Peers (score of 54 out of 60)
6. Whitlock & Weinberger Transportation, Inc. (W-Trans) (score of 54 out of 60)

Based on the resulting rankings, three consultants were selected and will be placed on the Public Works transportation consulting services on-call list and may be called upon from time-to-time by Public Works staff to prepare transportation impact assessments and studies for development projects on an as-needed and project-by-project basis.

ECONOMIC IMPACT

Development projects foster economic activity and contribute to the City's economic vitality. This item will assist staff in timely evaluation of developments, such as new housing or commercial/industrial developments and ensure their compliance with city goals and objectives.

FISCAL IMPACT

This item will have no impact on the General Fund or any of the Transportation funds. This item will place the selected consultants on a pre-qualified on-call list. When work is needed, one or more of the consultants from the on-call list will be selected by staff and the costs associated with the work will be paid for by the project applicant or developer through developer deposits.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the Council's six Strategic Priorities.

SUSTAINABILITY FEATURES

There are no sustainability features associated with this item.

PUBLIC CONTACT

The RFQ was publicly posted on the City's website¹ on October 24, 2024.

NEXT STEPS

If Council authorizes these contract services, the City Manager will execute three-year Professional Services Agreements with each firm.

¹ <https://www.hayward-ca.gov/business/doing-business-with-hayward/rfps-rfqs>

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