



**DATE:** April 5, 2022

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Gray-Bowen-Scott for Transportation Engineering Services in the Amount of \$80,000 for a Total Not-To-Exceed Amount of \$150,000 and Extending the Date of the Agreement to September 30, 2022

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement (PSA) with Gray-Bowen-Scott (GBS) for transportation engineering services, increasing the amount by \$80,000 for a total not-to-exceed contract amount of \$150,000 and extending the date of the agreement to September 30, 2022.

## **SUMMARY**

The City entered into a PSA with GBS on December 13, 2021, to assist with transportation engineering services due to two key position vacancies in the Division. GBS has extensive experience in providing professional services for transportation engineering services in the Bay Area. Due to staff vacancies and continued significant transportation engineering workload, staff is requesting an amendment to continue receiving these services.

## **BACKGROUND**

The City is currently experiencing a staffing shortage in the Transportation Division of Public Works & Utilities, including vacant Deputy Director of Public Works-Transportation and Senior Transportation Engineer positions. Regional and state funding is key to implementing Council priorities related to safety improvements and other traffic calming studies measures at Hayward Blvd., pedestrian traffic signal improvements, Safe Routes to Schools, Safe Routes for Seniors, and Main Street Complete Streets efforts. The City is eligible for funding assistance to implement some of these projects, which will improve safety, accessibility, and walkability for the community, but it will be a challenge to secure funds without knowledgeable consultant support.

Due to current staffing shortages, the City needs assistance in preparing projects and funding documents to obtain available funds for needed transportation-related projects. GBS is well positioned to represent the City in negotiations with entities such as Caltrans, Alameda County Transportation Commission, Metropolitan Transportation Commission, and the Federal Highway Administration. This is a highly specialized field which requires knowledge of project development and funding sources and negotiations, in addition to technical transportation engineering. GBS has strong working relationships with regional and state transportation agencies and will provide the City with services needed to secure funding and move critical projects forward.

On December 13, 2021, the PSA with GBS was approved in the amount of \$70,000, which expired on March 31, 2022.

## **DISCUSSION**

Due to staff vacancies in the Public Works & Utility's Transportation Division, and significant transportation engineering workload, staff anticipates that GBS services will continue to be required through the end of September 2022. GBS's advanced knowledge and experience in transportation engineering along with their familiarity with entities, such as Caltrans, the Alameda County Transportation Commission, the Metropolitan Transportation Commission, and the Federal Highway Administration, have assisted City staff in projects with imminent funding and delivery deadlines.

As such, staff requests approval of Amendment No. 1 to increase the contract amount by \$80,000, for a not-to-exceed amount of \$150,000, to fund the required services through September 30, 2022.

## **ECONOMIC IMPACT**

This PSA facilitates timely transportation projects in the City, which impacts and improves the local economy.

## **FISCAL IMPACT**

This item will have no impact to the General Fund. The fees associated with this contract are covered by previously approved budgets for individual projects.

## **STRATEGIC ROADMAP**

This agenda item supports the Strategic Priority to Improve Infrastructure by providing professional services to Public Works & Utilities Department, Engineering and Transportation by assisting with projects with imminent funding and delivery deadlines. Specifically, this item relates to the implementation of the following:

- Project 8, Part 8c: Assess Safe Routes to Schools
- Part 8d: Implement Safe Routes to Schools
- Part 8e: Assess Safe Routes for Seniors in the downtown area

Part 8f: Implement Safe Routes for Seniors in the downtown area

By receiving professional services from GBS, the City is taking steps to improve infrastructure within the City. This achievement is through communication with entities such as Caltrans, Alameda County Transportation Commission, Metropolitan Transportation Commission, and the Federal Highway Administration and by assisting City staff in projects with imminent funding and delivery deadlines.

**PUBLIC CONTACT**

No public contact has been made related to this amendment.

**NEXT STEPS**

If Council approves this request, the City Manager will execute Amendment No. 1 to the PSA with GBS to increase the contract amount by \$80,000 for a total not-to-exceed amount of \$150,000 and extend the agreement date to September 30, 2022.

*Prepared by:* Kathy Garcia, Deputy Director of Public Works

*Recommended by:* Alex Ameri, Director of Public Works

Approved by:



---

Kelly McAadoo, City Manager