



**DATE:** January 24, 2023

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Execute Amendment No. 3 to the Professional Services Agreement with Gray-Bowen-Scott for Transportation Engineering Services in the Amount of \$120,000, for a Total Not-To-Exceed Amount of \$270,000, and Extending the Termination Date to December 31, 2023

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the City Manager to execute Amendment No. 3 to the Professional Services Agreement (PSA) with Gray-Bowen-Scott (GBS) for transportation engineering services, increasing the amount by \$120,000, for a total not-to-exceed (NTE) contract amount of \$270,000, and extending the termination date to December 31, 2023.

## **SUMMARY**

The City entered into a PSA with GBS on December 13, 2021 to assist with transportation engineering services. 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 Public Works & Utilities-Transportation Division, 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 traffic calming study measures, pedestrian traffic signal improvements, Safe Routes to Schools and Safe Routes for Seniors 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 that 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. On April 5, 2022, the PSA was amended to a not-to-exceed amount of \$150,000 and an expiration date of September 30, 2022 through Resolution No. 22-075. The PSA was later amended in July 2022 to extend the agreement to June 30, 2023. The authorized funds have been largely spent with about \$10,000 remaining.

## **DISCUSSION**

The current PSA with GBS for transportation engineering services expires on June 30, 2023. Due to staff vacancies in Public Works & Utility's Transportation Division, and significant transportation engineering workload, staff anticipates that these services will continue to be required. GBS's advanced knowledge and experience in transportation engineering along with their familiarity with entities such as Caltrans, Alameda County Transportation Commission, 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. 3 to increase the contract amount by \$120,000, for a NTE amount of \$270,000. Staff also recommends extending the agreement end date to December 31, 2023 to allow staffing flexibility.

## **ECONOMIC IMPACT**

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

## **FISCAL IMPACT**

This item will be funded through realized salary savings. This item has no additional impact to the General Fund.

## **STRATEGIC ROADMAP**

This agenda item supports the Strategic Priority to Improve Infrastructure by providing professional services to the Public Works & Utilities Department – Transportation Division by assisting with projects with imminent funding and delivery deadlines.

By receiving professional services from GBS, the City is taking steps to improve infrastructure within the City. This is facilitated 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 an Amendment No. 3 to the PSA with GBS to increase the PSA amount to \$270,000 and extend the agreement through December 31, 2023.

*Prepared by:* Manny Grewal, Management Analyst  
Kathy Garcia, Deputy Director of Public Works

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

Approved by:



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Kelly McAdoo, City Manager