


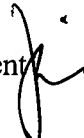



# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Montgomery and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager 

**FROM:** Richard Thompson, Director of Community Development   
Ana Stevenson, Management Analyst 

**DATE:** September 2, 2008

**SUBJECT:** Consideration of Award of a Two-Year Contract to Willdan Company for Traffic Engineering Consulting Services

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**RECOMMENDATION:**

Staff recommends that the City Council approves a motion to authorize the City Manager to enter into a two-year contract for traffic engineering services with Willdan Company.

**FISCAL IMPLICATION:**

Sufficient funds are provided in the Community Development Department's budget for traffic engineering consulting services.

**BACKGROUND:**

The Willdan Company has provided the City of Manhattan Beach with consulting engineering services since January 2002. Prior to contracting with Willdan, the City utilized Richard Garland of Stevens-Garland Associates for approximately fourteen years. The 2006-2008 contract between the City and Willdan recently expired. Willdan is prepared and wishes to continue providing traffic engineering services to the City of Manhattan Beach.

**DISCUSSION:**

Staff has been very pleased with the services provided by Willdan's representative, Erik Zandvliet. Mr. Zandvliet's technical expertise and ability to work with Manhattan Beach residents have proven to be very effective. Mr. Zandvliet's schedule for the last two years averaged approximately 12 hours per week of work, which is allocated to City Council's Work Plan priorities, routine traffic engineering investigations and studies including parking analysis (such as the Downtown Parking Management Plan), recommendations in response to requests from City Council, City Commissions, residents and staff, traffic control plan review for construction zones, traffic and parking impact analysis for development projects, and other traffic and parking initiatives. He has played a key role in successfully implementing the Neighbor Traffic Management Programs. While he provides similar services for several other cities and works on various special projects for Willdan, staff has not encountered any problems regarding his availability.

Staff has negotiated a two-year contract with an hourly rate of \$160 the first year and \$170 the second year. This rate represents an increase of 10.3% over last year, but 11.1% savings over Mr. Zandvliet's \$180 current hourly rate. Staff feels Willdan's proposed rate is reasonable given current market conditions. Staff surveyed the market by soliciting four other competitive bids. Two companies stated that due to their current workload and resources, they cannot provide in-house traffic engineering services at this time. Of the other two companies, Priority Engineering charges \$120 for a Traffic Engineer, and Mobility Solutions' rates vary from \$135/hour to \$195/hour depending on the services requested.

**ALTERNATIVES:**

Two alternatives to consider:

1. That the Council approves a motion to authorize the City Manager to enter into a two-year contract for traffic engineering services with Willdan Company.
2. Remove this item from the consent calendar and provide staff with direction.

Attachments: A. Willdan Proposal

**WILLDAN ENGINEERING**  
**Schedule of Hourly Rates**  
 Effective July 1, 2008 to June 30, 2009

<b>ENGINEERING</b>		<b>LANDSCAPE ARCHITECTURE</b>	
Principal Engineer .....	\$200.00	Group Manager .....	180.00
Group Manager .....	180.00	Principal Landscape Architect .....	150.00
City Engineer .....	180.00	Senior Landscape Architect .....	125.00
Project Manager .....	180.00	Associate Landscape Architect .....	115.00
Program Manager .....	180.00	Assistant Landscape Architect .....	100.00
Supervising Engineer .....	160.00	<b>BUILDING AND SAFETY</b>	
Senior Engineer .....	145.00	Group Manager .....	180.00
Senior Design Manager .....	145.00	Supervising Plan Check Engineer .....	150.00
Design Manager .....	135.00	Building Official .....	150.00
Associate Engineer .....	135.00	Plan Check Engineer .....	140.00
Senior Designer .....	130.00	Deputy Building Official .....	140.00
Senior Design Engineer II .....	130.00	Inspector of Record .....	140.00
Senior Design Engineer I .....	125.00	Senior Plans Examiner .....	125.00
Designer II .....	120.00	Supervising Building Inspector .....	125.00
Designer I .....	115.00	Plans Examiner .....	115.00
Design Engineer II .....	120.00	Senior Building Inspector .....	115.00
Design Engineer I .....	115.00	Supervisor Code Enforcement .....	115.00
Senior Drafter .....	110.00	Building Inspector .....	**105.00/110.00
Drafter II .....	100.00	Supervising Construction Permit Specialist .....	105.00
Drafter I .....	95.00	Senior Construction Permit Specialist .....	100.00
Technical Aide .....	85.00	Senior Code Enforcement Officer .....	95.00
<b>CONSTRUCTION MANAGEMENT</b>		Assistant Building Inspector .....	**95.00/110.00
Group Manager .....	180.00	Code Enforcement Officer .....	80.00
Project Manager .....	180.00	Construction Permit Specialist .....	80.00
Senior Construction Manager .....	155.00	Assistant Construction Permit Specialist .....	85.00
Construction Manager .....	145.00	Plans Examiner Aide .....	75.00
Assistant Construction Manager .....	120.00	Assistant Code Enforcement Officer .....	70.00
Utility Coordinator .....	125.00	<b>PLANNING</b>	
Labor Compliance Manager .....	120.00	Group Manager .....	180.00
Labor Compliance Specialist .....	95.00	Principal Planner .....	150.00
<b>INSPECTION SERVICES</b>		Principal Community Development Planner .....	150.00
Supervising Public Works Observer .....	120.00	Senior Planner .....	130.00
Senior Public Works Observer .....	110.00	Senior Community Development Planner .....	130.00
Public Works Observer .....	**100.00/110.00	Associate Planner .....	115.00
Assistant Public Works Observer .....	**100.00/110.00	Associate Community Development Planner .....	115.00
<b>SURVEYING</b>		Assistant Community Development Planner .....	105.00
Group Manager .....	180.00	Assistant Planner .....	105.00
Supervisor - Survey & Mapping .....	155.00	Planning Technician .....	85.00
Senior Survey Analyst .....	130.00	Community Development Technician .....	85.00
Senior Calculator .....	120.00	<b>ADMINISTRATIVE</b>	
Calculator II .....	110.00	Computer Data Entry .....	65.00
Calculator I .....	100.00	Clerical .....	65.00
Survey Analyst II .....	115.00	Word Processing .....	65.00
Survey Analyst I .....	100.00	Personal Computer Time .....	30.00
Survey Party Chief .....	115.00	<b>MILEAGE REIMBURSEMENT</b>	
Field Party (One) .....	180.00	Mileage reimbursement will be charged at the current Federal guideline rate at the time of billing. Vehicles will be charged at a monthly rate of \$500.00.	
Field Party (Two) .....	235.00	** Prevailing Wage Project, Use \$105.00	
Field Party (Three) .....	295.00		

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.25 times, and Sundays and holidays, 1.70 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A subconsultant management fee of fifteen percent (15%) will be added to the direct cost of all subconsultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2008 thru June 30, 2009, thereafter, the rates may be raised once per year to the value of change of the Consumer Price Index for the Los Angeles/Orange County area, but not more than five percent per year.