



STAFF REPORT

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9/13/2022

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**AGENDA ITEM**

**TO:**  
**HONORABLE MAYOR  
AND MEMBERS OF THE CITY COUNCIL**

**FROM:**  
**THOMAS BEKELE  
PUBLIC WORKS DIRECTOR**

**SUBJECT:**  
**PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH MINAGAR &  
ASSOCIATES, INC. (M&A) FOR LOCAL ROADWAY SAFETY PLAN (LRSP)  
DEVELOPMENT SERVICES AND AUTHORIZATION FOR STANDARD  
CONTINGENCIES**

Summary:

City Council will consider entering into a Professional Consultant Services Agreement with M&A to prepare the LRSP and provide grant funding advisory services.

Recommendations:

1. Authorize the Interim City Manager to enter into a Professional Consultant Services Agreement with M&A to prepare the LRSP and provide grant funding advisory services, in a form approved by the City Attorney. The term of the agreement is for four months with a not-to-exceed contract amount of \$54,781.
2. Authorize standard contingencies of 10% (\$5,478) and up to a 180-day term extension pursuant to the City's Purchasing and Contracting Guidelines, to be utilized if approved by the Public Works Director.

Fiscal Impact:

The total cost of services to be provided by M&A is a not-to-exceed amount of \$54,781. The City's Purchasing and Contracting Guidelines allow for an additional 10% compensation contingency. For this Agreement, the contingency amount is \$5,478, for a total contract authority of \$60,259. Sufficient funds are budgeted in the Fiscal Year 2022-23 Public Works Engineering Services Division Operating Budget (Account No. 100-91-5400).

Strategic Plan Objectives:

- Goal No. 2: Ensure public safety is a high priority.  
Goal No. 4: Maintain and improve the public infrastructure.

Background and Analysis:

An LRSP is a document that analyzes risks of traffic collisions on the City's roadways, identifies specific locations and/or conditions that may contribute to increased risk of collisions, and proposes countermeasures to mitigate those risks. A comprehensive LRSP will play a critical role in providing City staff with a roadmap for proactively implementing countermeasures to reduce the risks of traffic collisions. Additionally, an LRSP is required to be eligible for certain types of grant funding opportunities for traffic infrastructure safety improvements, namely the federal Highway Safety Improvement Program fund.

The process of developing an LRSP consists of analyzing collision and traffic data, observing current traffic patterns and conditions, selecting emphasis areas, developing safety strategies and countermeasures, preparing cost/benefit analyses of proposed countermeasures, and preparing and adopting the final plan.

On July 4, 2022, staff issued a Request for Proposals (RFP) for LRSP development services on PlanetBids via the City's online portal. Notice of the RFP was posted in accordance with Signal Hill Municipal Code Section 1.08.010 on the City's website, at the City's public notice locations, and published in the *Signal Tribune* newspaper on July 1 and July 8, 2022. Responses were due on August 5, 2022.

The desired scope of services are described in detail in the RFP, and summarized below:

1. Work with staff to develop LRSP goals and objectives;
2. Identify stakeholders to participate in the development of the LRSP;
3. Analyze collision data from the previous five years;
4. Conduct field visits to collect data on current traffic patterns and existing conditions;
5. Develop and propose mitigative countermeasures, to include cost/benefit analysis;
6. Prepare draft and final versions of the LRSP; and
7. Identify grant funding opportunities for proposed countermeasures and prepare grant applications.

In response to the RFP, the City received three proposals from the following firms:

1. General Technologies and Solutions
2. Linscott, Law & Greenspan, Engineers
3. Minagar & Associates, Inc.

Evaluation Process

The City utilized a three-member review committee consisting of the Public Works Contracts Manager, Associate Engineer, and Management Assistant, with oversight from the Public Works Director. The committee reviewed all three proposals according to the following evaluation criteria:

- Qualifications of the Firm: Technical experience in performing work of a similar nature, experience working with public agencies, and strength and stability of the firm.
- Proposed Team and Organization: Qualifications of proposed personnel and key personnel, logic of organization, adequacy of labor commitment and resources to satisfactorily perform the requested services and meet the City's needs.
- Commitment and Availability: Firm's current workload and ability to demonstrate and deliver the project based on the committed resources and within the proposed defined schedule.
- Detailed Work Plan: Thorough understanding of the City's requirements and objectives, logic, clarity, specificity, and overall quality of work plan.
- Defined Approach: Approach to carry out and acquire the field review data, perform the design in an efficient and effective manner, and ability to deliver quality final work product per the proposed project schedule.

The ranking criteria was weighted as indicated in Table 1 below:

**Table 1.  
Proposal Evaluation Ranking Criteria**

Criteria Description	Weight
Qualification of the Firm (experience, stability, and references)	20
Qualification of proposed personnel	20
Commitment and availability	20
Understanding of the work to be done	25
Defined approach	15
<b>Total</b>	<b>100</b>

The results of the evaluation process were as follows:

**Table 2.  
Proposal Evaluations**

Evaluation Criteria	Gentec Sol	LLG	Minagar
Qualification of the Firm (experience, stability, and references)	18	18	20
Qualification of proposed personnel	18	18	20
Commitment and availability	19	18	19
Understanding of the work to be done	24	23	25
Defined approach	14	13	14
<b>Evaluation Total</b>	<b>93</b>	<b>90</b>	<b>98</b>

Consultant Selection

On August 15, 2022, the review committee interviewed the three consultants that submitted proposals. Based on the results of the technical proposal evaluation and the interviews, staff determined that M&A's proposal best addressed the evaluation criteria and conveyed the most logical approach and methodology for the services requested by the City. As described in their proposal and verified by staff through the interview and reference-check process, M&A has significant experience and specialization in this type of consulting. M&A has prepared numerous LRSPs for local agencies such as cities of Huntington Park, Colton, and Guadalupe, California. During the interview, M&A personnel provided competent responses to staff's questions, affirming their understanding of the scope of services being requested by the City. Accordingly, the review committee concluded M&A was the best qualified firm for this service.

Reviewed:

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Sharon del Rosario

Approved:

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Joe Hoefgen

Attachment