



REPORT to the MAYOR and MEMBERS of the CITY COUNCIL
From the CITY MANAGER

DATE: November 28, 2023

SUBJECT: RESOLUTION APPROVING CONTRACT CHANGE
ORDER 2 TO PARSONS TO PROVIDE STAFF
AUGMENTATION FOR CITY TRAFFIC ENGINEERING
SERVICES

ISSUING DEPARTMENT: Public Works

SUMMARY:

Issues:

Should the City Council approve Contract Change Order 2 to Parsons to provide staff augmentation for City Traffic Engineering services in an amount not to exceed \$39,663.52?

Recommendation:

Adopt the attached resolution approving a Contract Change Order to Parsons to provide staff augmentation for City Traffic Engineering services in an amount not to exceed \$39,663.52.

Fiscal Impact:

Funds for the project are available from traffic engineering support services account No. 101-64300-303-000000.

City's Strategic Goals:

- Promote a high quality of life that current and future generations can afford to call home.
- Invest in infrastructure to serve the needs of the community.

Climate Action Plan Reduction Strategy:

- T-1 Bicycle and Pedestrian Infrastructure – Encourage active transportation options through planning and development of safe active transportation infrastructure and facilities in the City.
- T-2 Bicycle and Pedestrian Safety Program (Vision Zero) – Advance community-wide active transportation through safety programs, public engagement, education, and advocacy.

BACKGROUND:

On June 30, 2023, Parsons was both approved for an extension of RFQ 18-15 to provide engineering staff augmentation services, and a task order to provide traffic engineering staff services. Their scope of services includes responding to traffic related public requests, development review, preparing traffic work orders, and managing the traffic advisory committee agenda.

In October 2023, Contract Change Order 1 was administratively executed increasing the scope to add additional staff augmentation services to the end of the calendar year, resulting in a contract amount of \$49,960.78.

DISCUSSION:

Parsons has provided augmented staff support for traffic related engineering services over the past year and the change order will extend their support through the end of fiscal year 2024.

The City's Municipal Code and Administrative Instruction F-13 require the City Council's approval for change orders that would result in total contract amount to exceed \$50,000.

CONCLUSION:

Staff recommends that the City Council adopt the attached resolution approving Contract Change Order 2 to Parsons to provide additional staff augmentation for city traffic engineering services in an amount not to exceed \$39,663.52.

Reviewed by:



Greg Humora
City Manager

Respectfully submitted by:



Michael Throne, PE
Director of Public Works

Michael Kinnard
Michael Kinnard
Engineering Project Manager

Attachments: A: Resolution
 B: Parsons CCO-2
 C: Parsons CCO-2 Proposal