Agenda Item Number: 9

Agenda Report Reviewed by:
City Manager: ZM

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting Date:	August 2, 2016
To:	Honorable Mayor and Honorable City Councilmembers
From:	Henry Mikus, Engineering Manager
Subject:	Authorization to Enter into a Contract Contract No. 2016-09 - Discussion and Action of Request for Approval of Staff Recommendation to Contract with W-Trans for a Study and Design Recommendations: Safety Improvements to Willow/Jewell Intersection (Engineering Manager)
Recommendation:	Adopt Minute Order authorizing the City Manager to enter into agreement with W-Trans for the Study via signing Amendment No. 7.
Funding:	Currently Budgeted: _____ Yes _____X__ No ____ N/A Net General Fund Cost: $ _____none_____ $5,700 Estimated design cost would be paid for with the Pavement Fund (Measure "M" plus local sales tax monies)

INTRODUCTION: This item is to request the City Council authorize staff to contract with W-Trans for a study and design recommendations, Safety improvements to the Willow/Jewell intersection and authorize the City Manager to Sign Amendment Number 7.

BACKGROUND: Jewell Avenue and Willow Street, which connect at an unusual intersection near the City's Ives Park, have served as a shortcut for southbound traffic to avoid the very busy intersections between SR 116 and SR 12 in the heart of downtown. However, this unique intersection geometry has been quite a topic of concern due to worries about safety, not only for vehicles but also for pedestrians and bicyclists.

DISCUSSION:
Citizens from the surrounding neighborhood have approached the City Council with their issues; at the most recent City Council meeting of July 19, 2016 a robust discussion on the topic was held. The Council elected to seek the help of a qualified consulting firm to look at the intersection and make an evaluation of possible alternative, more safety-friendly alignments.

Initially staff was to develop a "Request for Proposals" (RFP) to find the best firm for the work. However, it was soon realized that the City already was contracted with W-Trans for similar work and the estimated project cost was low enough to allow for a less formal procurement process.

Further conversations about the project with W-Trans disclosed that there would be efficiency gained by using their firm because of this other work for the City they are already engaged in, as some duplicative effort could be eliminated. W-Trans provided a quote for the work, which was a

not to exceed cost to the City of $5,700. The proposal is attached, and has been evaluated by staff as covering the work required. The anticipated Scope of Work would be:

1. A kick off meeting will be held with City staff and others as appropriate to discuss the project approach and project issues.
2. Using W-Trans' experience designing local intersections, several options will be developed and described in a memorandum to the City Council.
3. These options will be designed conceptually in AutoCad and graphics presented.
4. The advantages and disadvantages of each of the alternatives will be described.
5. A draft memorandum will be provided that presents the details of these alternatives.
6. Comments on the draft memorandum will be addressed and a final memorandum submitted.

At a minimum four alternatives will be examined:

1. Eliminate the center island; the intersection to become a "T" retaining the current Willow alignment on a skew.
2. Eliminate the center island, but alter the alignment of Willow so when it intersects Jewell the streets are at 90 degrees to each other.
3. Use the island space to design the intersection as a roundabout.
4. Maintain the status quo.

RECOMMENDATION: That the City Council adopt a Minute order authorizing W-Trans to perform the work per the scope of work and their proposal at a cost not to exceed $5,700 and authorize the City Manager to sign and execute Amendment Number 7.

Attachment(s):
W-Trans Proposal (includes Scope of Work) dated July 26, 2016
Amendment No. 7 to the Master Agreement with W-Trans

July 26, 2016

Mr. Henry Mikus
City of Sebastopol
714 Johnson Street
Sebastopol, CA 95472

Proposal to Prepare an Intersection Alternatives for Jewell Avenue/Willow Street

Dear Mr. Mikus;

W-Trans is pleased to provide this proposal to develop alternative intersection geometrics for the intersection of Jewell Avenue/Willow Street in the City of Sebastopol. These alternatives will consider use of the excess pavement currently available at the intersection and will incorporate geometrics which slow traffic, process vehicle turning movements, accommodate bicycles and create safer pedestrian crossings. Following are our proposed tasks.

Tasks

1. A kick off meeting will be held with City staff and others as appropriate to discuss the project approach and project issues.

2. Using our experience designing local intersections, several options will be developed and described in a memorandum to you.

3. These options will be designed conceptually in AutoCad and graphics presented.

4. The advantages and disadvantages of each of the alternatives will be described.

5. A draft memorandum will be provided that presents the details of these alternatives.

6. Comments on the draft memorandum will be addressed and a final memorandum submitted.

Exclusions – The scope of services includes only those items that are specifically identified above. Any additional services, such as meetings or hearings, data collection, operational analysis, multiple rounds of comments, or responding to peer review comments, would be considered beyond this scope of services.

Schedule and Budget

The draft report can be submitted for your comments within approximately four to five weeks following receipt of your authorization. Our services will be conducted on a time and materials basis at the rates indicated on the enclosed sheet. Monthly invoices will be provided electronically unless a hard copy via mail is requested. The estimated maximum fee for this work is $5,700.

Thank you for asking W-Trans to propose on these services. Please forward your authorization if you wish to proceed.

Sincerely,

Steve Weinberger, PE, PTOE
Principal

SJW/SEB050.P1

Enclosure: 2016 Fee Schedule

Fee Schedule

2016 Staff Billing Rates

Position	Billing Rate (per hour)
Principal	$200 – $240
Associate Principal	$180 – $200
Senior Engineer/Planner	$160 – $180
Engineer/Planner	$125 – $145
Associate Engineer/Planner	$110 – $125
Assistant Engineer/Planner	$90 – $110
Technician/Administrative	$85 – $90
Intern	$30 – $80
Field Technician	$20 – $40

2016 Expense Charges

Item	Charge
Mileage	$0.594/mile*
Services and Expenses	10% surcharge

These rates are valid for work initiated prior to December 31, 2016. Work initiated after January 1, 2017, and any subsequent year may be billed at the revised rates established for that year.

* Mileage charge will be based on the IRS Standard Mileage Rate (set at $0.54 for January through June 2016) plus 10 percent.

490 Mendocino Avenue, Suite 201 **SANTA ROSA**, CA 95401 707.542.9500
475 14th Street, Suite 290 **OAKLAND**, CA 94612 510.444.2600
1276 Lincoln Avenue, Suite 204 **SAN JOSE**, CA 95125 650.314.8313
w-trans.com

Amendment No. 7 to Master Agreement No. 2010-01-34
For Engineering Consulting Services to Prepare Intersection Alternatives for Jewell Avenue/Willow Street: W-Trans

Parties hereto entered into a Master Agreement for Consulting Services on June 21, 2010 with an initial term of three (3) years. The Agreement term has been extended twice via Amendments 1 and 2 to where expiration is now June 30, 2019. Additional amendments numbered 3, 4, and 5 to cover specific work for W-Trans are also approved. An Amendment No. 6 is pending.

The City wishes to address safety concerns for not only vehicles but also to include pedestrians and bicycles at the intersection of Jewell Avenue and Willow Street. The City Council wishes to have possible alternative alignments studied and vetted to provide positives, negatives, and estimated costs of implementation to several possibilities, including removing the island and constructing a "T" intersection either on the current Willow alignment or adjusted so that the intersection is at 90 degrees, and building a roundabout.

The City of Sebastopol and W-Trans wish to incorporate the Scope of Work (as shown in the attached Exhibit A) for the Intersection Alternatives Study project into their Master Agreement via this Amendment No. 7. All of the terms and conditions of Master Agreement 2010-01-34 are hereby incorporated by reference and made part of this contract for the project. Cost is a maximum estimate of $5,700.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers on the dates indicated below.

CITY OF SEBASTOPOL	**CONSULTANT** W-Trans
_____	_____
Larry McLaughlin, City Manager	Steve Weinberger, PE, Principal
Date: _____	Date: _____

Exhibit A of Amendment No. 7

Study Intersection Alternatives for Jewell Avenue/Willow Street

Note: The W-Trans proposal for this project dated July 26, 2016 is an integral part of this exhibit

Scope of Work

Tasks

1. A kick off meeting will be held with City staff and others as appropriate to discuss the project approach and project issues.
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Budget: Fee will be a maximum of $5,700.