

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	X
CM	X
CA	

DATE: APRIL 23, 2003

TO: CITY MANAGER/CITY COUNCIL

FROM: ROBERT A. WARREN, DIRECTOR OF PUBLIC WORKS AND ENGINEERING SERVICES

SUBJECT: AUTHORIZATION OF A PURCHASE ORDER TO LINSCOTT LAW AND GREENSPAN FOR TRAFFIC ENGINEERING SERVICES FOR THE DESIGN OF THE CROWN VALLEY LANDSCAPED MEDIAN PROJECT

RECOMMENDED ACTION:

That the City Council (1) authorize a purchase order to Linscott Law and Greenspan in the not-to-exceed amount of \$18,000 for traffic engineering services needed for the design of the Crown Valley Landscaped Median Project; (2) approve the expenditure of \$3,000 for project management services as part of this effort; (3) authorize a purchase order to Bush and Associates for surveying services in the not-to-exceed amount of \$16,900; and (4) approve the transfer of \$35,000 from the Capital Improvement Program reserves to the Crown Valley Landscaped Median Project, Account Number 11-99-30-1160-311 to fund the additional effort and any contingencies.

ISSUES:

Traffic engineering services are needed in conjunction with the design of landscape improvements on Crown Valley Parkway between Pacific Coast Highway and Camino Del Avion. Items of work include the completion of signage and striping plans as well as traffic control plans for construction activities. Therefore, it would be appropriate for the Council to authorize a purchase order to Linscott Law and Greenspan for those services.

BACKGROUND:

On October 9, 2001, the Council approved the issuance of a Request for Proposal for design services for landscape improvements on Crown Valley Parkway between Pacific Coast Highway and Camino Del Avion. Staff solicited and received proposals from qualified consultants for the project on November 6, 2001. Staff then evaluated the submitted proposals based on the City's evaluation criteria.

The City received three proposals on November 6, 2001 for the project. Proposals were evaluated using the standard City evaluation criteria which includes the firm's experience with similar projects, qualifications of the firm to perform the required work, the firm's understanding of the project requirements, and the ability of the firm to provide the required service in a timely manner within the schedule constraints of the City. The proposals were ranked, and David Volz Design was the top proposer. After the proposals were ranked, the fee proposals were then opened and evaluated. David Volz Design not only submitted the best proposal but the lowest fee. The City Council awarded a Consultant Services Agreement to David Volz Design on November 27, 2001 for the project.

DISCUSSION:

As the design has progressed, staff has identified the need for traffic engineering services as part of the project. It is a goal of this project to widen the median on Crown Valley between Pacific Coast Highway and Camino Del Avion, which involves restriping Crown Valley. In addition, during construction, it is essential that traffic control plans are prepared.

Linscott Law and Greenspan is a qualified traffic engineering firm that has aided the City on numerous projects. As a result, staff has solicited a proposal from the firm for this effort and recommends that Council consider authorizing a purchase order for the work.

NOTIFICATION/FOLLOW-UP:

Linscott Law and Greenspan

STRATEGIC PLAN IMPLEMENTATION:

This action is in compliance with the Strategic Plan Initiative to maintain, modernize and beautify the City's infrastructure and neighborhoods.

FISCAL IMPACT:

The available funding for the project is \$100,000 and the following has been encumbered to date:

Design, David Volz	\$64,705.00
Project Management	\$15,926.00
Printing, CR	\$ 1,000.00
Additional Design	\$ 8,000.00
Total Project Costs (Previous Council Actions)	\$89,631.00

The recommended action involves the approval of an additional \$37,900 in costs as part of this project. Therefore, staff recommends that Council consider approving the transfer of \$35,000 from the Capital Improvement Program reserves to fund the additional effort and any contingencies.

ALTERNATIVE ACTIONS:

1. Other alternatives as deemed appropriate by City Council.

ACTION DOCUMENTS:

PAGE

None

SUPPORTING DOCUMENTS:

None.