



## **County of Santa Cruz Board of Supervisors**

### **Agenda Item Submittal**

**From:** Community Development and Infrastructure

**Subject:** Amendment to Agreement -Traffic Engineering Design Consultant

**Meeting Date:** March 25, 2025

**Formal Title:** Approve amendments to agreements with Ruggeri-Jensen-Azar and Associates and Kimley-Horn and Associates, Inc., to decrease annual compensation by \$100,000 and extend contract terms to June 30, 2025, and take related actions

### **Recommended Actions**

1. Approve amendment to agreement No. 19D0321 with Ruggeri-Jensen-Azar and Associates decreasing annual compensation by \$100,000 to a not to exceed amount of \$100,000 for fiscal year 2024-25 and extending the term until June 30, 2025, for traffic engineering design services;
2. Approve amendment to agreement No. 19D0322 with Kimley-Horn and Associates, Inc. decreasing annual compensation by \$100,000 to a not to exceed amount of \$100,000 for fiscal year 2024-25 and extending the term until June 30, 2025, for traffic engineering design services;
3. Approve work completed by the contractors since July 1, 2024;
4. Approve a one-time payment to Kimley-Hoen and Associates, Inc. for outstanding invoices for Fiscal Year 2023-24 in the amount of \$36,592.90; and
5. Authorize the Deputy CAO/Director of Community Development and Infrastructure to sign the agreements on behalf of the County.

### **Executive Summary**

Board of Supervisors approval is requested to approve the amendments of the Independent Contractor Agreements (ICA) No. 19D0321 with Ruggeri-Jensen-Azar and Associates and ICA No. 19D0322 with Kimley-Horn and Associates, Inc. to extend the contract term to June 30, 2025, for traffic engineering design services with a not to exceed amount of \$100,000 for fiscal year 2024-25 for each contract. The contract extension is necessary to finish tasks that were not completed in the prior fiscal year and to provide staff augmentation. In addition, Auditor's fiscal procedures require the Board approval for payment of invoices from the previous fiscal year. The invoices are for professional engineering services.

### **Discussion**

The contracts with Ruggeri-Jensen-Azar & Associates (RJA) and Kimley-Horn & Associates, Inc (KHA) are on-call contracts, and tasks are assigned to the consultants as needed. Public Works assigned tasks to the consultants in fiscal year (FY) 2024 such as traffic volume and speed surveys. The consultants performed work on these tasks after the contract expiration date of June 30, 2024.

Some of these tasks did not get completed in FY 2024. The traffic volume and speed surveys require normal traffic patterns that includes schools being in session. In order for the consultant to complete their outstanding tasks, they will need to work in FY 2025. Therefore, the contract extension is proposed to cover the period from July 1, 2024, to

June 30, 2025.

In addition, the consultants provide staff augmentation to the Traffic Engineering Section because of the tight labor market. Public Works has already had two unsuccessful rounds of recruitment. Public Works had made offers to two qualified candidates but was turned down on both cases. Public Works was recently successful in promoting an engineer to the Senior position to fill a vacant position. Staff augmentation was required to address the workload prior to the promotion.

Therefore, staff recommends that the Board retroactively extend the contracts with RJA and KHA to cover the period from July 1, 2024, to June 30, 2025. Public Works should have returned to the Board earlier for an amendment to the contract; however, staff was focused on the workload and delayed an amendment to the contract.

Public Works is in receipt of invoices for professional engineering services related to traffic from Kimley-Horn and Associates, Inc. from the 2023-2024 fiscal year that are unpaid. In order to ensure the contractor is fully compensated for their service, Board approval of a one-time payment to Kimley-Horn and Associates, Inc. in the amount of \$36,592.90 is required.

### **Financial Impact**

The recommended contract amendments propose to extend the terms of the contracts from July 1, 2024, to June 30, 2025, with a total value of \$100,000 each. The contracts are on-call contracts and will be funded by County Service Area 9 (62115-62330). In addition, sufficient funding for a one-time payment to Kimley-Horn and Associates, Inc. in the amount of \$36,592.90 is available in County Service Area 9 (62115-62330).

### **Strategic Initiatives**

Equity Framework - County Facilities & Infrastructure  
Operational Plan - Reliable Transportation  
Climate Action - Transportation

### **Submitted By:**

Matt Machado

### **Recommended By:**

Carlos J. Palacios, County Administrative Officer

### **Artificial Intelligence Acknowledgment:**

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.