



DATE: April 16, 2025

TO: Mayor and Members of the City Council

FROM: John R. Gillison, City Manager

INITIATED BY: Jason C. Welday, Director of Engineering Services/City Engineer
Marlena Perez, Principal Engineer
Sarine Hazarshahian, Assistant Engineer

SUBJECT: Consideration of an Appropriation from Fund 174 (Gas Tax R&T7360) in the Amount of \$360,000, Award of a Professional Services Agreement with Roadway Asset Services in the Amount of \$195,190 for Consulting Services for Preparation of a Pavement Management Plan, and Authorization for the City Engineer to Approve the Use of an Additional \$164,780 for Optional Services and Contingency as Deemed Necessary. This Project is Exempt From the Requirements of the California Environmental Quality Act (CEQA) per Government Code Section 15301 – Existing Facilities. (CITY)

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize an appropriation from Fund 174 (Gas Tax R&T7360) to Account No. F174 | CC307 | SC2106, in the amount of \$360,000;
2. Enter into a Professional Services Agreement with Roadway Asset Services in the base amount of \$195,190, for the development of the Pavement Management Plan (PMP); and
3. Authorize the City Engineer to approve the use of up to \$164,780 for Optional Services and Contingency as deemed necessary throughout the project.

BACKGROUND:

The City's Pavement Management Program is one of the most significant investments in the City's roadway infrastructure. Each year, the Engineering Services Department relies on the most up-to-date Pavement Management Plan (PMP) to understand pavement conditions, plan for projects, and provide effective management of the City's largest asset, its roadway pavement infrastructure. Over time, due to vehicle wear and tear, environmental elements such as sun and rain, and other factors, the pavement condition on any given roadway will deteriorate. If maintained regularly, either with a slurry seal or pavement overlays, the life of the roadway can be prolonged, avoiding the need for full roadway reconstruction, which can prove to be several orders of magnitude more costly. The PMP, which is ideally updated every five (5) years, allows staff to appropriately plan projects to prolong the life of our roadway pavement. The City's current PMP was last updated on March 6, 2019.

The planned update of the PMP includes a survey of the existing pavement condition of all City roadways, comprehensive pavement analysis with multi-year maintenance and rehabilitation recommendations based on various budget scenarios, and access to a web-based pavement management system that can be updated by City staff. The program would also include deterioration curves that forecast the degradation of the pavement condition and the cost of deferring maintenance. With this information, the City can plan and budget maintenance projects over multiple years.

ANALYSIS:

In August 2024, a Request for Proposal (RFP) was released for Consulting Services for the update of the "Pavement and Asset Management Program". In total, eight (8) qualified proposal responses were evaluated and rated in accordance with the criteria specified in the RFP. Roadway Asset Services was selected based on their advanced pavement data collection technologies and plan to provide deliverables clearly and efficiently.

The scope of work to be performed consists of, conducting a field survey of the pavement condition of approximately 497 centerline miles of City maintained roads, compiling a comprehensive pavement analysis with multi-year maintenance and rehabilitation recommendations based on various budget scenarios, and two (2) years of access to a web-based pavement management system software that can be updated by City staff.

Optional services will include an additional three years of access to the web-based pavement management system software and re-collection of data and program update in Fiscal Year 2027/28. This extended software subscription would allow City staff to run additional budget scenarios in the later years of this cycle of the PMP and will allow for the tracking of completed road maintenance projects to keep the pavement inventory current. In addition, the re-collection of data along major arterials will confirm if pavement degradation is in line with the original degradation forecasts and, if needed, will adjust the recommendations for future projects within the remaining three years of the PMP cycle. Both optional services are intended to best plan for and utilize City capital investment funds. Given the nature of this project, staff is suggesting a phased approach to the work with the base scope of work beginning immediately and providing the City Engineer with the authority to release the remaining optional work as deemed appropriate and in the best interest of the City.

A copy of the Professional Services Agreement is held on file with the City Clerk's office.

FISCAL IMPACT:

Anticipated costs for the development of the PMP are estimated as follows:

Task	Amount
Pavement Management Plan	\$195,190
Optional Services	
Software License (Additional Three Years)	\$60,000
Plan Update and Recollection 2027/2028	\$72,050
Subtotal Costs with Optional Services	\$327,240
Contingency	\$32,730
Total with Optional Services and Contingency	\$359,970

The cost for this project was unknown at the time of annual budget preparation and was therefore not included in the annual budget recommendation for FY2024/25. Staff is recommending that funding in the amount of \$360,000 be appropriated for the project from Fund 174, Gas Tax

R&T736, to cover the contract costs as described above.

Account No.	Funding Source	Description	Amount
F174 CC307 SC2106	Gas Tax R&T7360 (Fund 174)	Pavement Management Plan	\$360,000
Total Project Funding			\$360,000

COUNCIL MISSION / VISION / VALUE(S) ADDRESSED:

This project meets our City Council core values by its relentless pursuit of improvement through the use of technology and innovative solutions to develop projects and provide high-quality public infrastructure.

ATTACHMENTS:

Attachment 1 – Scope of Work and Fee Breakdown