

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: July 16, 2025

To: Mayor and Town Council
From: Alejandro Perez, Senior Civil Engineer
Subject: Approve Professional Services Agreements with W-Trans, Inc., and GHD, Inc., for Traffic Engineering Services

Recommendation to Council:

Approve Professional Services Agreements (PSA) with W-Trans, Inc., and GHD, Inc., for on-call Traffic Engineering Services in an amount not to exceed \$160,000 per Agreement per fiscal year and authorize the Town Manager to execute said Agreements. Each Agreement term is for two-years with up to three one-year extensions at the Town's discretion.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

Requests for traffic-related matters are received on a regular basis from the public, Town staff, and Council. The adopted baseline program in the Fiscal Year 2025-26 budget includes a traffic engineering program that would be expected for a community the size of Windsor. It is common to contract for traffic engineering services to ensure that the Town is responsive to the community on traffic matters that are important and require immediate attention.

Services include providing a consultant to Windsor as needed. The consultant would be responsible for responding to public requests, assisting in the development of traffic engineering programs, and assisting the Town Engineer in developing recommendations, policies, procedures, and standards related to the traffic engineering section of the Public Works Department. There is also the ongoing need for preparing striping plans, plan checking, traffic impact study review, pedestrian and bicycle safety analyses, accident analysis, improving traffic signal operations, data collection, preparing speed zone surveys, and support for grant applications on federal and state funded projects. Consultant services include communicating with Town staff, residents, businesses, Town Council, and the general community to address traffic concerns and assist in meetings with SMART (Sonoma Marin Area Rail Transit), Caltrans, and other local agencies on traffic-related matters. The consultant will also make available the resources of their staff and expertise on an as-needed basis.

Discussion:

In February 2025, a Request for Proposals (RFP) was developed by staff and published to solicit these services. On March 20, 2025, three proposals for traffic engineering services were received. Each proposal was reviewed and evaluated by Town staff. Based on the proposals and experience, staff selected W-Trans, Inc. (W-Trans) and GHD, Inc. (GHD) as the most qualified. Having both firms available provides the support needed for the workload of the Public Works Engineering Division.

The purpose of awarding contracts to multiple firms is to provide for timely responses to traffic engineering issues. The agreements provide the flexibility to work with multiple consultants and select based on availability to perform the requested work promptly, and the specialized expertise required of a specific assignment. The agreements also allow staff to allocate the approved funds between the firms.

Although \$160,000 is authorized for each Agreement per fiscal year, staff will review each work request to verify there are sufficient funds for the work and the cumulative work requests with both companies will not exceed the approved annual budget for these services. For Fiscal Year 2025-2026 and 2026-2027 the budget approved by Council for this work is \$160,000 per fiscal year.

Fiscal Impact:

Appropriations for these services are included in the General Fund Operating Budget. Actual expenditure will be approved by the Town Manager based on the approved Fiscal Year budgets.

Environmental Review:

This action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

1. [Agreement with GHD, Inc.](#)
2. [Agreement with W-Trans, Inc.](#)

Prepared by:

Andrew Peters
Engineer I

Reviewed by:

Alejandro Perez
Senior Civil Engineer

Reviewed by:

Carl Euphrat
Deputy Director of Engineering

Reviewed by:

Shannon Cotulla
Public Works Director/Town Engineer

Approved by:

Jon Davis
Town Manager