



# Staff Report

**CITY OF UPLAND**  
"The City of Gracious Living"

DATE: March 23, 2026  
TO: MAYOR AND CITY COUNCIL  
FROM: MICHAEL BLAY, CITY MANAGER  
PREPARED BY: ROBERT R. DALQUEST, DEVELOPMENT SERVICES DIRECTOR  
ALAN FRENCH, PRINCIPAL ENGINEER  
SUBJECT: CONSIDER APPROVAL OF A FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ADVANTEC, INC.

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## **RECOMMENDED ACTION:**

It is recommended that the City Council approve Amendment No. 4 to the Agreement with ADVANTEC Consulting Engineers, Inc., increasing the current year compensation by \$49,000, from \$150,000 to a total annual amount of \$199,000 through June 30, 2026; extending the term of the agreement for an additional one-year period through June 30, 2027; and authorize the City Manager to execute the amendment.

## **GOAL STATEMENT**

The proposed action supports the City's goal of providing reliable, timely and efficient traffic engineering services for the Upland citizens.

## **BACKGROUND**

The City of Upland utilizes part-time contract consultants to provide professional services and to augment existing staff levels. On December 13, 2021, the City Council approved a professional services agreement with ADVANTEC Consulting Engineers, Inc. for traffic engineering services and staff augmentation. The original contract was for a three-year term with two City-optional one-year extensions and was for a contract amount of \$50,000 for Fiscal Year 21/22 and \$100,000 for Fiscal Years 22/23 and 23/24 for a total contract amount of \$250,000.

Due to the value of the service, on August 14, 2023, the City Council approved Amendment No. 1 to the agreement with ADVANTEC which increased the annual contract amount by \$50,000 for total annual amount of \$150,000. This amendment allowed the traffic engineer to be on-site for an additional day per week (for a total of two days per week).

The City did process an Amendment No. 2 for the Fiscal Year 2023/24 for signal design and permit assistance efforts to modify the traffic signal at 210 Freeway and Campus Avenue for an additional \$24,000.

Amendment No. 3 was approved on June 23, 2025, to extend the contract one year to June 30, 2026, and an annual compensation not to exceed \$150,000.

## **ISSUES AND ANALYSIS**

The City Council approved the reorganization of Public Works which added a full-time in-house traffic engineer position. This position has not been filled and when that occurs, the ADVANTEC contract will no longer be needed.

During this past year, additional effort was needed for a traffic signal modification design. To expedite the effort, ADVANTEC was selected to perform the work knowing their contract amount may not be used as the traffic engineer was to start prior to June 30, 2026. The signal modification effort was completed, and they are anticipated to provide the traffic engineering services for the remainder of the year which will require additional compensation of \$49,000 for a total amount of \$199,000 for Fiscal Year 2025/26. This effort will be covered by funds budgeted in the Other Services account.

Also, the current term of the ADVANTEC contract is due to end on June 30, 2026. For this reason, the City wishes ADVANTEC to continue providing Traffic Engineering Services until the Traffic engineer position is filled later in the next fiscal year. Therefore, with this amendment, the City will extend the contract for an additional year at the rate of \$150,000 for Fiscal Year 2026/27.

**ENVIRONMENTAL DETERMINATION**

This contract amendment for traffic engineering servicing with the City is not considered a project under the California Environmental Quality Act (CEQA) regulations, pursuant to Section 15378 of the CEQA Guidelines.

**FISCAL IMPACTS**

The total revised Agreement amount is \$199,000. There are available funds in Development Services/Traffic Engineering Professional Services Account No. 1012208-5252.

Funding in the amount of \$150,000 for Fiscal Year 2026/27 will be included as a part of the biennial budget process.

**ALTERNATIVES**

Provide alternative direction to staff.

**CEQA:** Not a Project.