



CONSENT CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: September 22, 2020

Subject: Contract Amendment: Safe Routes to School Program Coordination

Prepared by: Aida Fairman, Engineering Services Manager

Reviewed by: Jim Sandoval, Engineering Services Director

Approved by: Chris Jordan, City Manager

Attachments:

None

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

The following action will cost \$60,000 (and will bring the contract total to \$120,000 for Safe Routes to School Coordination)

- Breakdown of funds to be used:
 - o \$60,000 Engineering Professional Services (from approved budget rollover from FY19-20 account)
- Amount already included in approved budget: Y
- Amount above budget requested: 0

Environmental Review:

Not applicable.

Policy Question(s) for Council Consideration:

Not applicable

Summary:

- A proposal was submitted by Alta Planning + Design Inc. on June 1, 2020 to provide additional consulting services for the Safe Routes to School Program coordination.
- The City Council approved \$60,000 for the Safe Routes to School Coordinator for FY19-20 and \$60,000 for FY 20-21 from the Professional Services account in the Engineering Services Department Operating Budget.

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Contract Amendment: Safe Routes to School Program Coordination

- The proposed amendment will cause the total contract value to exceed the \$75,000 limit, which requires authorization by Council.

Staff Recommendation:

Authorize the City Manager to execute an amendment on behalf of the City with Alta Planning + Design Inc. in the amount of \$60,000 to provide additional consulting services for Safe Routes to School Program Coordination



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Purpose

Authorize the City Manager to execute an amendment on behalf of the City with Alta Planning + Design Inc. in the amount of \$60,000 to provide additional consulting services for Safe Routes to School Program Coordination.

Background

The City of Los Altos has a joint interest in ensuring that schools and community agencies effectively work together and implement projects that enable students and the community to experience a safer environment when traveling to and from schools. The overall goal of the Safe Routes to School program is to make Los Altos a healthier, safer, more sustainable and environmentally sound community with safer travel routes to and from schools, less traffic congestion and more physically fit students and adults.

On May 7, 2020, the City advertised for proposals for coordination of the Safe Routes to School (SRTS) Program. The City received one proposal from Alta Planning + Design Inc., which was reviewed by Engineering Services Department staff. Alta Planning + Design demonstrated through their proposal that their experience and expertise would enable them to effectively collaborate with school districts, schools, parents, Parent Teacher Association (PTA) members and all partner agencies and stakeholders, and to build upon existing successful models and programs to provide schools with a range of alternatives they can implement, based on their needs and interests.

Discussion/Analysis

The City Council approved staff's recommended budget of \$60,000 for the Safe Routes to School Coordinator for FY19-20 and \$60,000 for FY 20-21 respectively from the Professional Services account in the Engineering Services Department Operating Budget. The original total fee proposal from Alta Planning + Design Inc. for the scope and term of the project for SRST coordination was \$120,000. However, as the agreement was not able to be executed until near the end of the FY 19-20 fiscal year, the FY 19-20 funds were not able to be used before the fiscal year cutoff. Therefore, on June 25, 2020, the City executed an initial agreement with Alta Planning + Design Inc. in the amount of \$60,000, which is to be paid from the FY20-21 Professional Services account in the Operating Budget of the Engineering Services Department to provide coordination of the SRTS program for a limited time, compared to the original proposal. With this amendment, the total agreement would be in the amount of \$120,000, in accordance with the initial amount proposed by staff in the last two Operating Budgets and accordingly by Alta Planning + Design for the full scope of their services.

Options

- 1) Authorize the City Manager to execute an amendment to the agreement with Alta Planning + Design for the additional services in the amount of \$60,000.



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Advantages: Contract agreement, once amended, will cover the full scope of work for the full term for the coordination of the Safe Routes to School program as originally intended by staff and the City Council

Disadvantages: None

2) Do not execute the amendment to the agreement with Alta Planning + Design.

Advantages: None

Disadvantages: Consultant will only be able to perform a limited portion of the initial scope/proposal as feasible with the \$60,000 budget under the existing agreement

Recommendation

The staff recommends Option 1.