



STAFF REPORT

MEETING DATE: February 28, 2024

PRESENTER: Jesus Gonzalez, City Engineer

SUBJECT: Award of a Professional Services Contract to GHD, Inc., for the Preparation of the Safe Routes to School (SRTS) and American with Disabilities Act (ADA) Transition Plan (JG)

RECOMMENDATION: Council by motion adopt a resolution:

1. Approving professional services contract for SRTS and ADA Transition Plan Project to GHD, Inc. in the amount of \$206,000.00 and;
2. Authorizing an additional 10% contingency in the amount of \$20,600.00 and;
3. Authorizing the City Manager to sign the professional services and subsequent change orders, up to the additional contingency amount on behalf of the City.

EXECUTIVE SUMMARY:

SRTS and ADA plans are imperative to communities as they identify measures to 1) facilitate walking and bicycling by students and 2) meet requirements of the American Disabilities Act. The Project will engage the community for input and will identify improvements projects to help Kerman achieve smarth growth, remove barriers to mobility and facilitate multi-modal transportation.

A request for proposals (RFP) was advertised on October 23, 2023 with three sealed proposals received by the due date of November 17, 2023. The proposals were evaluated by a three member committee consisting of the contracting City Engineer and two Department Directors with scoring based on criteria identified in the RFP.

The review process identified GHD, Inc as the most qualified firm to perform the Project services. Following their identification, a separately sealed cost proposal was opened and reviewed for assuring reasonable cost. The proposed cost of \$206,000 was deemed adequate based on the Engineer's overall Project estimate of \$250,000.

Staff has determined that GHD, Inc.'s qualifications and proposed cost provide the City the best value for completing the Project.

FISCAL IMPACT:

The total estimated Project cost is \$250,000, including project administration, community outreach, plan preparation, and contingency. The major portion of the funding will be through State Highway Account Grant Funds in the amount of \$198,307 and \$51, 693 in Measure C Flexible Funds. There are sufficient funds budgeted in the FY 23/24 Budget to cover the required local match.

ATTACHMENTS:

- A. Resolution
- B. Professional Services Contract