



AGENDA REPORT SUMMARY

Meeting Date: June 14, 2022

Subject: Professional Services Agreement with Alta Planning + Design for Safe Routes to School Program Coordinator

Prepared by: Marisa Lee, Transportation Services Manager

Reviewed by: Jim Sandoval, Engineering Services Director

Approved by: Gabriel Engeland, City Manager

Attachment:

A. Resolution 22-____

Initiated by: Transportation Services Division

Previous Council Consideration:

- There was a previous agreement with Alta Planning + Design for SRTS Coordination which was executed on September 22, 2020, for an amount not to exceed \$120,000.

Fiscal Impact:

The proposed future scope of work is estimated to cost \$154,814. Sufficient funds are available in the FY 2023 Operating Budget of the Transportation Services Division's Professional Services Budget (4210-5270).

- Breakdown of funds to be used:
 - o \$154,814 General Fund--Traffic Operating Professional Services (4210-5270) budget
- Amount already included in approved budget? Yes
- Amount above budget requested: \$0

Environmental Review:

Not applicable

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE



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Summary:

- Continued assistance for the Transportation Division of the Engineering Services Department is needed for Safe Routes to Schools transportation planning services, project management, education and encouragement, and programmatic and infrastructure recommendations for the schools within the City of Los Altos.
- Alta Planning + Design has been successfully assisting the City with project management and various tasks related to Safe Routes to Schools since September 22, 2020.

Staff Recommendation:

Authorize the City Manager to execute a contract on behalf of the City with Alta Planning + Design in an amount not to exceed \$154,814 to provide additional Safe Routes to Schools consulting services for the Transportation Division of the Engineering Services Department.

Purpose

Contract for additional Safe Routes to Schools transportation planning consulting services for the Transportation Division of the Engineering Services Department.

Background

There was a previous agreement for Safe Routes to Schools Coordination with Alta Planning + Design that was executed on September 22, 2020, in an amount not to exceed \$60,000 per year for two years. The goal of this contract was to support City staff with various SRTS projects in the areas of programming, education, and encouragement. Only a portion of the allotted \$60,000 was used for the first year, and the remainder was returned to the General Fund. The \$60,000 allotted for the second year is nearly fully used.

Achievements in the past two years have included:

- Drive Safely Neighborhood Yard Signs - 500 signs distributed citywide with the help of five schools
- Creation of a [SRTS Champion Toolkit](#), available on the City website
- Student Hand Tallies and Parent Survey - [Report](#) also online
- Creation of a Bike/Ped Curriculum. Discussion with the school district for a pilot.
- Creation of an Advisory Committee, scheduling of Advisory Committee meetings, and development of Meeting Agenda Topics. This is an opportunity for school administrators and City staff to collaborate, share ideas and best practices, and create uniformity and consistency among SRTS programs across School Districts. Three meetings have been completed, an additional meeting is upcoming in June
- Spring/Bike Month events:
 - Video Challenge



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- Crossing Guard Appreciation Week - May 9-12
- Family Bike Days, May 21-22 (Co-organized with Green Town). Three guided bike rides each day and three energizer stations. A total of 59 people registered for the guided bike rides and 100 people for the self-guided rides
- Drop-off site visit and observation for Los Altos High School and programmatic, infrastructure, and network recommendations for streamlining
- Representation of Los Altos at TSCN and SRTS Providers Meetings

Activities in progress include:

- Administration Survey and Student Survey
- Ongoing work to support City staff and School staff in solutions for Los Altos High School, including Transportation Demand Management, infrastructure and programmatic recommendations, and planned Walk Audit
- Ongoing representation of Los Altos at TSCN and SRTS Providers Meetings

Discussion/Analysis

Alta Planning + Design has been successfully assisting the City with project management and Safe Routes to School education, encouragement, and programmatic tasks. Alta Planning + Design is needed to continue assisting the Transportation Division of the Engineering Services Department with various school transportation projects. Alta Planning + Design is intimately familiar with the Los Altos community, the School District, and transportation-related issues throughout the City and has forged relationships with School Administrators and District Personnel. Accordingly, the firm is uniquely qualified to continue services.

Recommendation

Staff recommends authorizing the City Manager to execute a contract on behalf of the City with Alta Planning + Design in an amount not to exceed \$154,814 to provide additional SRTS consulting services for the Transportation Division of the Engineering Services Department.