



CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



DATE: December 12, 2017

TO: Mayor and Council Members

FROM: Economic and Community Development Department

SUBJECT: Amendment to a Professional Services Agreement with Transpo Group to Extend Agreement Expiration

RECOMMENDATION:

It is recommended that the Mayor and Council Members take the following actions:

- 1) Amend Agreement No. 16-136 with Transpo Group to extend the expiration term to December 31, 2018.

BACKGROUND:

On September 27, 2014, the City was awarded a grant from Caltrans in the amount of \$486,000 to prepare an Active Transportation Plan (ATP) including a Safe Routes to School (SRTS) Plan. The Active Transportation Plan will contain the following: 1) An updated planned network of bicycling routes; 2) Assessment of pedestrian and disabled accessibility impediments; 3) A Safe Routes to School Plan; and 4) An implementation plan prioritized by cost effectiveness to support bicycle and pedestrian activity within the community. The ATP would be incorporated into the Circulation Element of the City's General Plan and the Municipal Code.

In September 2015, the City released a Request for Qualifications to the following seven (7) firms that had requested to be notified of the City's Active Transportation Plan advertisement:

1. Alta Planning + Design (Los Angeles, CA)
2. Avant Garde (Pomona, CA)
3. IBI Group (Los Angeles, CA)
4. ICF International (Los Angeles, CA)
5. Melendrez (Los Angeles, CA)
6. Ryan Snyder Associates (Los Angeles, CA)
7. SWA (Laguna Beach, CA)

Ryan Snyder Associates (RSA) was recommended for selection based on their extensive experience with similar projects, ability to meet the required timeframes, responsiveness to the work scope, work completed in numerous communities in the Los Angeles Region, and RSA's award winning work including the Lynwood Bicycle and Pedestrian Plan (2013); Fullerton Comprehensive Plan (as a sub-consultant); and the Model Design Manual for Living Streets (2013).

On September 29, 2015, the City executed an agreement with Ryan Snyder Associates (RSA) in the amount of \$388,770, to prepare an Active Transportation Plan including a Safe Routes to School Plan. After conducting some initial work under the agreement at a cost of \$13,912, RSA was purchased by Transpo Group in December 2015, and the agreement was transferred to Transpo in early 2016 for the remaining agreement balance of \$374,858. Since beginning work on the ATP, the project team has held several Technical Advisory Committee meetings, the first community workshop, a walk audit, three (3) Operation Firefly outreach events, all of the Safe Routes to School workshops at Inglewood schools, two International Walk to School Day events, and four (4) community bike rides. In addition, the draft pedestrian plan, bikeway network plan, and Safe Routes to School plan have been prepared and are under review. In December 2017, eight (8) pedestrian and bike safety workshops will be held at Inglewood Unified elementary schools.

On March 30, 2017 the City Council extended the original term of the agreement through the end of 2017 and added \$8,000 to the agreement amount. This extension and additional funds were needed to complete work with the school district, schedule three make-up school workshops, and prepare the related Safe Routes to School Plan. The Safe Routes to School Plan draft for review was completed in November 2017.

DISCUSSION:

In preparation of a citywide Active Transportation Plan, Safe Routes to School workshops were held at all schools in the Inglewood Unified School District. Due to scheduling constraints within the school district, the last three school workshops could not be held until May 2017. After the workshops, field inspections had to be conducted by the project team in the vicinity of each school. This information was used to prepare a Safe Routes to School Plan for each school and the draft citywide SRTS plan for all IUSD schools was completed in November 2017. The SRTS Plan along with the Pedestrian Plan and Bikeway Plan must be reviewed by the Technical Advisory Committee and then in a Public Workshop before bringing to the City Council for adoption.

The time extension is necessary to allow time for all three plan components (pedestrian, bikeway, SRTS) to be comprehensively reviewed by the Technical Advisory Committee, Planning Commission (where applicable to zoning), City Council, and within the setting of a public workshop. While it is anticipated that this work would be completed and the plan adopted by June 2018, twelve months is requested to allow for any modifications needed to the draft plan that result from the workshop or public hearing.

FINANCIAL/FUNDING ISSUES AND SOURCES:

This is a reimbursement grant and there is no required local match for this grant award. Invoices are paid by the City from Account Number 220.030.3010.44830.02 (Caltrans-ATP Grant).

Reimbursement requests are received from Caltrans and are submitted into Revenue Account Number 220.030.3010.5042.00 (Caltrans-ATP Grant).

LEGAL REVIEW VERIFICATION: _____

Administrative staff has verified that this report, in its entirety, has been submitted to, reviewed and approved by the Office of the City Attorney.

FINANCE REVIEW VERIFICATION: _____

Administrative staff has verified that this report, in its entirety, has been submitted to, reviewed and approved by the Finance Department.

DESCRIPTION OF ANY ATTACHMENTS:

Attachment 1: Professional Services Agreement with Transpo Group

APPROVAL VERIFICATION SHEET

PREPARED BY:

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COUNCIL PRESENTER:

Mindy Wilcox, AICP, Planning Manager

DEPARTMENT HEAD APPROVAL:

Christopher E. Jackson, Sr., Department Director

CITY MANAGER APPROVAL:

Artie Fields, City Manager