

CITY OF YUBA CITY  
STAFF REPORT

**Date:** November 20, 2018

**To:** Honorable Mayor & Members of the City Council

**From:** Public Works Department

**Presented by:** Benjamin Moody, Deputy Public Works Director – Engineering

**Summary**

**Subject:** Safe Routes to School Plan Award

**Recommendation:** A. Award a Professional Services Agreement to Alta Planning + Design of Sacramento, CA in the amount of \$249,913 plus \$25,000 contingency for the development of the Yuba City Safe Routes to School Plan, with the finding that it is in the best interest of the City.

B. Authorize a supplemental appropriation and related transfers of \$32,587.08 from Account No. 911051 (Road Rehabilitation) to Account No. 911253 (Yuba City Safe Routes to School).

**Fiscal Impact:** \$275,000 – Total Project Cost – Account No. 911253-65502 (Yuba City Safe Routes to School Plan)  
                                   \$221,325 – Sustainable Communities Grant  
                                   \$53,675 – Local Match (TDA Funds)

**Purpose:**

To prepare a Yuba City Safe Routes to School Plan in accordance with the Sustainable Communities Grant Program guidelines to establish priority projects for future funding opportunities.

**Background:**

The California Department of Transportation (Caltrans) Sustainable Communities Grant Program aims to encourage local and regional planning efforts that further state goals, such as increased pedestrian travel and bicycle safety. The Sustainable Communities Grant Program had \$29.5 million available statewide and is funded using Senate Bill 1, the Road Repair & Accountability Act of 2017.

The City of Yuba City was awarded its full requested grant amount of \$221,325 for the development of the Yuba City Safe Routes to School Plan.

The Yuba City Safe Routes to School Plan will be developed based on input from school and community-based groups, open community meetings, parent and student surveys, analysis of collision data, and walk audits at each school. All 15 Yuba City Unified School District schools will be included in the plan.

The Yuba City Safe Routes to School Plan will provide the City and YCUSD with a prioritized list of potential projects and recommendations on how to improve safety at all of the schools. The

plan will address many of the City's challenges in developing related grant applications, including community outreach, and provide our applications with data-driven project selection. The City will be more competitive and better prepared for grant opportunities with this comprehensive and well-supported plan.

**Analysis:**

The City issued a Request for Proposals on June 22, 2018 and received two proposals from consultant firms. Proposals were evaluated for their understanding of the plan development, demonstration of technical ability, ability to meet project deadlines, past experience, and cost.

On July 13, 2018, proposals were received from the following consultants:

<b>Alta Planning + Design.....</b>	<b>\$249,913</b>
TJKM Transportation Consultants.....	\$249,130

A committee of one City Engineering staff member, one member of the Yuba City Unified School District, and one Sutter County staff member reviewed the Yuba City Safe Routes to School Plan proposals, and ranked Alta Planning + Design as the top candidate. Alta Planning + Design has experience developing Safe Routes to School plans in other municipalities, has qualified staff, is located nearby to readily facilitate committee and coordination requirements, and has a clear understanding of the City's needs, goals, and budgetary constraints.

**Fiscal Impact:**

The contract amount is \$249,913 and staff is requesting a contingency of \$25,000. The total project cost of the Yuba City Safe Routes to School Plan is estimated at \$275,000. The Sustainable Communities Grant will fund 88.43% of the project costs up to a maximum of \$221,325. The remaining funds including contingency \$53,675, will be funded by TDA (Transportation Development Act) funds.

**Alternatives:**

1. Direct staff to further evaluate the proposals and other options for the Yuba City Safe Routes to School Plan development.
2. Reject all proposals and do not award a contract.

Both alternatives may jeopardize or minimize the City's ability to receive future funding for pedestrian and bicycle related grant projects.

**Recommendation:**

- A. Award a Professional Services Agreement to Alta Planning + Design of Sacramento, CA in the amount of \$249,913 plus \$25,000 contingency for the development of the Yuba City Safe Routes to School Plan, with the finding that it is in the best interest of the City.
- B. Authorize the supplemental appropriation and related transfer of \$32,587.08 from Account No. 911051 (Road Rehabilitation) to Account No. 911253 (Yuba City Safe Routes to School).

Prepared by:

Submitted by:

*/s/ Manu Dhaliwal*

Manu Dhaliwal  
Associate Civil Engineer

*/s/ Steven C. Kroeger*

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City Manager

Reviewed by:

Department Head

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TH via email