



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**September 6, 2022**

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**TOPIC:** Agreement for Willits Street Safe Routes to School Education Program

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**AGENDA TITLE**

Approve an Agreement for Contract with Walk 'n Rollers for Grant-Funded Willits Street Safe Routes to School Education Program (Non-General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute an agreement with Walk 'n Rollers to provide bicycle safety education services commencing September 6, 2022, for a two-year period, beginning September 6, 2022 through September 5, 2024 in an amount not to exceed \$196,415, with the option for one, one-year extension, subject non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

The Willits Street Protected Bike Lanes Project is an Active Transportation Program grant-funded Capital Improvement Project (CIP), originating in FY 2018-19. A non-infrastructure Willits Street Safe Routes to School Education Program (Program) was included as part of this CIP.

The Program will focus on Education, Encouragement, and Non-Construction Engineering components that are in accordance with best practices in Safe Routes to Schools. Students from three public schools in close proximity to Willits Street corridor (Carr Intermediate, Valley High School, and Godinez High School) will participate in a total of 12 workshops that provide education in safe urban cycling and basic bike mechanic skills and encourage ridership through group bike rides.

A Request for Proposals (RFP) for education services was released and published on October 19, 2021 (Exhibit 1). Two proposals were received and evaluated by a three-member review panel comprised of Public Works Agency staff. The scores were based on consultant experience, understanding of need, relevant project experience, local community experience, responsiveness to the RFP requirements, and completeness of the proposal.

Once rated, the sealed fees from the top firm were revealed. The following table summarizes the proposal scores:

FIRM	SCORE
1. Walk 'n Rollers	90
2. Latino Health Access	88

Staff recommends that Walk 'n Rollers be retained for an amount not to exceed \$196,415 for the educational program (Exhibit 2). This firm has demonstrated to have the experience and resources needed to provide the required services. The Consultant will engage both with City staff and the schools; participate in weekly Project meetings as the Safe Routes to School education program progresses.

#### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

#### **FISCAL IMPACT**

The total cost of the agreement is not to exceed \$196,415 for the two-year term of the agreement. Any remaining balances not expended at the end of the Fiscal Year will be carried forward into subsequent Fiscal Years for expenditure for continued education services per the term of the agreement.

Funds are budgeted and available for expenditures as shown below.

Fiscal Year	Accounting Unit- Account No.	Fund Description	Accounting Unit - Account Description	Amount
2022-23	14817614-66220 (19-6948)	Traffic System Management Grant	Active Transportation Program Augmentation, Improvements Other Than Building	\$100,000
2023-24	14817614-66220 (19-6948)	Traffic System Management Grant	Active Transportation Program Augmentation, Improvements Other Than Building	\$96,415
<b>Total</b>				<b>\$196,415</b>

#### **EXHIBIT(S)**

1. RFP NO:21-110 Willits Street Safe Routes to School Program
2. Agreement

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Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Kristine Ridge, City Manager