



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 25-130

**Meeting Date:** 1/21/2025

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**TITLE:**

**SAFE ROUTES TO SCHOOL ACTION PLAN**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/ TRANSPORTATION SERVICES  
DIVISION

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR AND  
BRETT ATENCIO THOMAS, ACTIVE TRANSPORTATION  
COORDINATOR

**CONTACT INFORMATION:** BRETT ATENCIO THOMAS, ACTIVE TRANSPORTATION  
COORDINATOR, (714) 754-5275

**RECOMMENDATION:**

Staff recommends the City Council:

1. Award a Professional Services Agreement (PSA) to Kimley-Horn and Associates, Inc. in the annual amount of \$541,774 for professional engineering services for the development of Safe Routes to School Action Plan, with an initial term period of two years, effective January 21, 2025 - January 20, 2027, with the option of two one-year renewal periods.
2. Authorize a ten percent (10%) contingency in the amount of \$54,177 for any unforeseen costs that may be required by the project.
3. Authorize the City Manager and the City Clerk to execute the PSA and any future amendments to the agreement.

**BACKGROUND:**

The City of Costa Mesa has 19 Newport Mesa Unified School District campuses. Many students walk, ride bicycles, or take public transit to school. The City is committed to make it safer for students to walk and bike to school and encourage more walking and biking by students. The City's 2018 Active Transportation Plan and 2024 Pedestrian Master Plan call for an increase in the percentage of students who use non-automobile transportation to access the City's public schools.

In January 2023, the City was awarded a U.S Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) grant for the development of a Safe Routes to School Action Plan. The project scope of services is intended to develop a comprehensive Safe Routes to School Action plan and will include project management; assessment of existing conditions; stakeholder engagement, including the development and execution of a web-based tool and outreach workshop(s) in both Spanish and English; and production of a final Safe Routes to School Action Plan that contains

individual school profiles and 30% conceptual design plans for projects to increase safety around each of the City's 19 public school campuses.

**ANALYSIS:**

On June 18, 2024, the City issued a Request for Proposals (RFP) for professional engineering services for the Safe Routes to School Action Plan. Eight (8) proposals were received to provide professional engineering services and were reviewed for compliance with the City's procurement policy. Consultants were evaluated based on project understanding, depth of experience, technical expertise, and associated evaluation criteria. The review panel included staff from Newport Mesa Unified School District, the Development Services Department, and the Public Works Department.

After a thorough evaluation of the proposals and interviews with top-ranked firms, staff finds Kimley-Horn and Associates, Inc. to be well qualified to perform the requested engineering services for the Project. The proposal submitted by Kimley-Horn and Associates, Inc. represents a thorough understanding of the project, complies with City requirements, and documents the firm's technical ability and experience with similar projects. The design fees proposed by Kimley-Horn were determined to be competitive and commensurate with the requested services.

**ALTERNATIVES:**

The City Council could choose to not approve the PSA and conduct the project using in-house resources. However, the technical expertise and volume of the work associated with the project far exceed staff's available resources and time. This would result in delays in the completion of the project within the federal grant timelines required to complete the project. Therefore, staff does not recommend this alternative.

**FISCAL REVIEW:**

The Safe Routes to School Action Plan is federally funded through USDOT SS4A grant funds and local City match funds. The approved FY 24-25 budget includes the Safe Routes to School Plan project in the amount of \$788,090 consisting of \$630,472 in USDOT Federal Grant Fund (Fund 230) and \$157,618 in required local City match in the Capital Improvement Fund (Fund 401).

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this report, prepared the proposed PSA and approves them both as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This item supports the following City Council Goals:

- Strengthen the public's safety and improve the quality of life.
- Maintain and enhance the City's facilities, equipment, and technology.

**CONCLUSION:**

Staff recommends the City Council:

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