



COUNCIL REPORT

DATE: May 14, 2024
CATEGORY: Consent
DEPT.: Public Works
TITLE: **Safe Routes to School Program—
Professional Services Agreement**

RECOMMENDATION

Authorize the City Manager or designee to amend the professional services agreement with NN Engineering, Inc., a California corporation (Entity No. 4253715), for the Safe Routes to School program, to add \$225,000 for a total not-to-exceed amount of \$447,000.

BACKGROUND

On [December 3, 2019](#), Council approved a three-year contract with Alta Planning + Design for the Safe Routes to School (SRTS) 2.0 program, which included collaborating with school and district staff and delivering SRTS services at all 15 public schools in Mountain View from Fiscal Year 2019-20 to Fiscal Year 2022-23 (with a gap in services during pandemic closures). The activities included updating suggested routes to school maps, walk and bike safety trainings for 3,500 elementary and middle school students, bike rodeos, bike repair services, walk audits, student and parent surveys, musical traffic safety assemblies, and other activities.

Staff presented updates on the SRTS program to the Bicycle/Pedestrian Advisory Committee (BPAC) on [November 30, 2021](#), [April 26, 2023](#), and [March 27, 2024](#) and to the Council Transportation Committee (CTC) on [May 3, 2022](#). Committee members expressed strong support for SRTS programing and encouraged staff to continue to strengthen partnerships with schools, school districts, and parents. Committee members also encouraged staff to coordinate SRTS activities with the City of Los Altos, which shares school districts with Mountain View.

Following a Request for Proposals process to solicit professional services for the SRTS program, on [May 23, 2023](#), Council authorized the City Manager or designee to execute a professional services agreement with NN Engineering, Inc. (NN Engineering), for SRTS program services in an amount not-to-exceed \$222,000 and appropriated \$152,000 for the Fiscal Year 2022-23 Operating Budget in the Measure B Fund for the SRTS program to be reimbursed by the Santa Clara Valley Transportation Authority (VTA) 2016 Measure B Bicycle/Pedestrian Education and Encouragement program.

The NN Engineering scope of work included:

- Project management;
- SRTS curriculum development;
- Safety education;
- Engagement and encouragement events;
- Data collection and program evaluation; and
- A final report.

ANALYSIS

Current SRTS Activities

In Fiscal Year 2023-24, staff and the consultant collaborated with schools and school districts, hosted Citywide events to encourage safe walking and biking, evaluated the program, and expanded the crossing guard program. A summary of this past year’s SRTS activities is shown in Table 1.

Table 1: Summary of Fiscal Year 2023-24 SRTS Activities

Activity	Description	Participants
Fall Safety Assembly	Safety assembly on helmet fitting, crossing an intersection, and bicycle use and maintenance.	Approximately 4,000 K-8 students
Musical Traffic Safety Assembly	Music Notes provided safety education on helmet fitting, crossing intersections, rules of the road, and bicycle safety.	Approximately 1,200 middle school students
Bike Rodeos	Rodeo to practice turning, stopping, hand signaling, and looking over their shoulders.	Approximately 1,000 third-, fourth-, and sixth-grade students
Student and Parent Survey	Survey on program recommendations and improvements.	Mountain View schools and parents
SRTS Curriculum and Lesson Plans	Plans for different grade levels provided during the school year to improve safety and create a culture of walking and biking in schools.	Mountain View schools

Activity	Description	Participants
Citywide Events	Safety information, pedestrian safety training, and/or bike rodeos at different Citywide events.	General public
Crossing Guard Program	Program expanded from 15 to 21 crossing guards.	All Mountain View schools
Suggested Routes to School	Route maps provided.	Mountain View and Los Altos schools

These services have also been offered to all private schools in the City.

Scope of Work

Staff is recommending amending the professional services agreement with NN Engineering to continue providing SRTS program services. The scope of work for services would remain the same as the current scope, continuing the program elements for Fiscal Year 2024-25.

The recommended fee of \$225,000 for an additional year of SRTS services is consistent with such services, and staff considers the fee to be fair and reasonable. Staff recommends Council authorize amending the agreement with NN Engineering to add \$225,000 for a total agreement amount not-to-exceed \$447,000, inclusive of basic and additional services and reimbursable expenses. If Council approves the recommended action, the consultant will begin preparing for back-to-school outreach activities as well as implementing program activities for Fiscal Year 2024-25.

FISCAL IMPACT

The SRTS program is funded with \$100,000 from 2016 VTA Measure B Bicycle/Pedestrian Education and Encouragement program, and the remaining is funded by the Public Works Department Operating Budget. The professional services fee, with the inclusion of the recommended amendment, is \$409,885 for basic services and reimbursable expenses, with a contingency of \$37,115 for additional services, for a total agreement amount not-to-exceed \$447,000. The Public Works Department Operating Budget has sufficient funds for the recommended action; no additional appropriation is requested at this time.

ALTERNATIVES

1. Do not authorize the City Manager or designee to amend the professional services agreement and direct staff to conduct a Request for Proposals effort.
2. Provide other direction.

PUBLIC NOTICING—Agenda posting and a copy of the report to SRTS subscribers.

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