DATE: December 11, 2018

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 to December 31, 2019

RECOMMENDATION:
It is recommended that the Mayor and Council Members approve an amendment to Agreement No. 16-136 with Transpo Group, extending the expiration term to December 31, 2019.

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 and Ryan Snyder Associates (RSA) was recommended for selection based on their 1) Extensive experience with similar projects, 2) Ability to meet the required timeframes, 3) Responsiveness to the work scope, work completed in numerous communities in the Los Angeles Region, and 4) 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 (Transpo) in December 2015, and the agreement was transferred to Transpo in early 2016 with a remaining agreement balance of $374,858. The project team has held several Technical Advisory Committee meetings (TAC), 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 were held at Inglewood Unified elementary schools.
On March 30, 2017, the City Council extended the original term of the agreement through December 31, 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 by the consultant in November 2017. Since that time, Planning and Public Works staff have conducted their review of the draft document including: Bikeway Plan, Pedestrian Plan, Safe Routes to School Plans, and Americans with Disabilities Act Transition Plan.

**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 TAC, 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 2019, the requested extension will allow for extra time needed to modify the draft plan.

**FINANCIAL/FUNDING ISSUES AND SOURCES:**
None.

**LEGAL REVIEW VERIFICATION:**
Administrative staff has verified that the legal documents accompanying this report have 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: Draft Professional Services Agreement with Transpo Group
APPROVAL VERIFICATION SHEET

PREPARED BY:
Christopher E. Jackson, Sr., Department Director
Mindy Wilcox, AICP, Planning Manager

COUNCIL PRESENTER:
Mindy Wilcox, AICP, Planning Manager

DEPARTMENT HEAD APPROVAL:
Christopher E. Jackson, Sr., Department Director

CITY MANAGER APPROVAL:
Artie Fields, City Manager
THIS THIRD AMENDMENT TO AGREEMENT No.: 16-136 is made and entered into this
_______ day of ______________, 2018, by and between the CITY OF INGLEWOOD
(hereinafter referred to as the “City”), a municipal corporation, One Manchester Boulevard,
Inglewood, California 90301; and TRANSPO GROUP USA, INC., (Consultant) a Washington State
corporation with its business located at 12131 113th Avenue, NE, Suite 203, Kirkland,
Washington 98034.

WHEREAS, on March 22, 2016, the City awarded the Consultant an agreement
(Agreement No.: 16-136) to provide certain schools with Safe Routes to School (“SRTS”)
workshops, transportation planning services, Safe Routes to School plans, and associated
environmental reviews; and

WHEREAS, the City desired that the Consultant provide three additional SRTS
workshops, plans and reviews; and

WHEREAS, in order to fund the additional workshops, plans and reviews, the City and
the Consultant entered into Amendment one of Agreement No.: 16-136 on March 30, 2017,
which resulted in the City increasing the Compensation of Agreement No.: 16-136 by eight
thousand dollars ($8,000) and extending the Term to December 31, 2017; and

WHEREAS, certain unforeseen delays resulted in the last three school workshops being
held later than desired; and

WHEREAS, additional time was also needed to allow for the Pedestrian Plan, the
Bikeway Network Plan and the Safe Routes to School Plan to be comprehensively reviewed by
the Technical Advisory Committee, the Planning Commission, the City Council, and the public
in a workshop; and

WHEREAS, Amendment two accounted for these unforeseen delays and for the creation
of the various plans and public reviews and workshops, by extending Agreement No.: 16-136
to December 31, 2018; and

WHEREAS, time is still needed to allow for the pedestrian, bikeway and SRTS plans to
be comprehensively reviewed by the Technical Advisory Committee, the Planning
Commission, the City Council, and various public workshops; and
WHEREAS, in order to accomplish these and other goals, Agreement No.: 16-136 needs to be extended to December 31, 2019; and

WHEREAS, the City and the Consultant, by this Amendment 3, both agree to extend the Term of Agreement No.: 16-136.

NOW THEREFORE, the City and the Consultant (hereinafter collectively referred to as the “Parties” and individually as a “Party”) hereto mutually agree as follows:

ARTICLE 5 - TERM

The Term of Agreement No.: 16-136, shall be extended to 11:59, pm. December 31, 2019.

Except as amended by this and all previous amendments, all other terms and provisions of Agreement No.: 16-136, its Amendments, Exhibits and Attachments, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this amended Agreement as of the date and year first above written.

CITY OF INGLEWOOD

TRANSPO GROUP USA, INC.,

__________________________
James T. Butts, Jr.,
Mayor

__________________________
Ryan Snyder,
Principal

ATTEST:

__________________________
Yvonne Horton,
City Clerk

__________________________
Kenneth R. Campos,
City Attorney

APPROVED AS TO FORM:

__________________________

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