



## **PUBLIC WORKS DEPARTMENT**

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### **CITY COUNCIL STAFF REPORT**

Meeting: July 20, 2021

#### Subject

Consider Award of a Contract for Crossing Guard Services for a Term of Three Years with the Option to Extend for Two Additional Years.

#### Recommended Action

Authorize the City Manager to Award a Contract for Crossing Guard Services for a Term of Three Years with the Option to Extend for Two Additional Years in an Amount Not to Exceed the Appropriated Budget of \$435,185 to the Lowest Responsive Bidder if there Are no Unresolved Bid Protests.

#### Background

City Council authorized a contract with All City Management Services, Inc. (ACMS) on July 7, 2015 for crossing guard services. The contract term was for three years, with the option to extend for up to two additional years. Per the contract, the timing of crossing guard services was coordinated with the various bell schedules of the schools and included up to sixteen intersection locations.

At the end of the third year, and due to good service provided, the contract was extended for two more years until June 30, 2020. Prior to expiration of the contract on June 30, 2020, the County of Santa Clara (County) issued a Shelter in Place Order due to the COVID-19 pandemic. Due to the unfavorable conditions for issuing a Request for Proposals (RFP) during a pandemic, Staff requested an extension and City Council authorized the extension to the contract on May 19, 2020 with ACMS for one additional year until June 30, 2021.

During the physical closure of schools during the pandemic, crossing guard services were not provided and no dollars were expended.

#### Discussion

The City issued an RFP for crossing guard services on June 25, 2021. The deadline to submit proposals is July 16, 2021. Due to the first day of school beginning on August 16, 2021 and the next City Council meeting not occurring until August 18, 2021, Staff is

requesting authority to award a contract prior to receiving bids and selecting a contractor to ensure that the contract can be executed and crossing guards timely deployed.

Like the prior contract, the term of the new contract will be three years at sixteen locations, with the option to extend the contract on a year-to-year basis for two additional one-year terms, for a maximum of five years.

Staff periodically conducts crossing guard studies to determine which locations warrant crossing services the most based on usage and traffic patterns, which can change over time. The most recent warrant study was completed in 2018. The Cupertino Union School District and the Fremont Union High School District are kept informed regarding the results of warrant studies and are included in the final determination of locations. Attachment A includes the intersection locations to receive crossing guard services.

During the 2021/22 school year, the City will conduct a new crossing guard warrant study at twenty-five intersections throughout the City. The intersections to be studied will include the fifteen intersections currently being served by sixteen guards, and ten additional intersections that have been identified as locations that would benefit from crossing guard services by concerned residents and through the School Walk Audit Project. If the upcoming study reveals any locations that warrant crossing services more than the sixteen locations currently served, crossing guards may be moved from less utilized locations to locations where services are more warranted.

#### Sustainability Impact

Crossing guard services encourage walking and bicycling by providing safe passage across streets for students traveling to school. This is consistent with both the Mobility Element of the General Plan, Goal M-3 (“Support a Safe Pedestrian and Bicycle Network for People of All Ages and Abilities”) and Measure C-T-1 of the Climate Action Plan (“Encourage multi-modal transportation, including walking and biking, through safety and comfort enhancements in the bicycle and pedestrian environment”). Furthermore, students walking and bicycling to school reduces traffic congestion and leads to reduced vehicle emissions, helping the City achieve its air quality and greenhouse gas emissions reduction goals.

#### Fiscal Impact

The Fiscal Year (FY) 2021-2022 budget, approved on June 15, 2021, includes a budget allocation for crossing guard services. This budget allocation takes into account the expected increase in Cupertino minimum wage in January 2022. Additionally, The City entered into a cost sharing agreement with Fremont Union High School District (FUSHD) on November 16, 2016. As per the agreement, FUHSD contributes \$12,500 annually for school years 2016/17 through 2021/22 toward crossing guard services at high schools. No additional appropriation is needed for FY2021-22.

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Prepared by: Cherie Walkowiak, Safe Routes to School Coordinator

Reviewed by: Roger Lee, Director of Public Works

Approved for Submission by: Dianne Thompson, Acting City Manager

Attachments:

A - Crossing Guard Locations

B - Draft Contract