



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

---

**File #:** 18-0164, **Version:** 1

**Item #:** C-5.

---

**CC - (1) Approval of Professional Services Agreement with Walk 'n Rollers, a Project of the Los Angeles County Bicycle Coalition, in an Amount Not-to-Exceed \$350,000 Over 5 Years; and (2) Authorization to Enter Into Memorandum of Understanding with Culver City Unified School District for Joint Administration and Sharing Cost of Program.**

**Meeting Date:** August 28, 2017

**Contact Person/Dept:** Eric Bruins/Public Works Department

**Phone Number:** 310-253-5616

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Commission Action Required:** Yes  No  **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (08/23/17);

**Department Approval:** Charles D. Herbertson, Public Works Director/City Engineer (08/17/17)

---

### **RECOMMENDATION**

Staff recommends the City Council (1) approve a professional services agreement with Walk 'n Rollers, a Project of the Los Angeles County Bicycle Coalition, in an amount not-to-exceed \$350,000 over five years; and (2) authorize the City Manager to enter into a memorandum of understanding with the Culver City Unified School District (CCUSD) to jointly administer and share the cost of the Culver City Walk & Rollers safe routes to school program.

### **BACKGROUND/DISCUSSION**

In 2011, in partnership with CCUSD, the City applied for a Safe Routes to School (SRTS) non-infrastructure grant from Caltrans in order to develop a new program to promote walking and biking to school at all elementary schools and Culver City Middle School. The City was awarded \$500,000 in 2012 and Culver City Walk & Rollers launched the following year. The four-year SRTS grant expired at the end of the previous fiscal year in June 2017.

In just a few years, the program has been integrated into the culture of each campus, CCUSD and

the City have built a strong partnership, and thousands of students have participated in events and activities. Parent surveys show that the program is making an impact: biking to school has doubled from 2014 to 2016.

City and CCUSD staff believe the program is a valuable community asset and should continue beyond the grant period. While ideally the program would be self-sustaining, the reality is that the level of effort needed to maintain and expand the program is more than can be expected from volunteers. City and CCUSD staff developed a proposal for a streamlined program based on experience gained over the past four years and presented it to the City-CCUSD Liaison Committee in January 2017 (see attached memo).

The City issued an RFP in July 2017 and sent notification to over 2,000 individuals on the City's bid notification list. This list includes firms that provide similar services to other cities and school districts in Los Angeles County. Four firms registered for the bid opportunity on the City's website. In the end, the City received one proposal from Walk 'n Rollers, who is the current contractor.

Staff reviewed the proposal from Walk 'n Rollers and determined that it satisfies the City's and CCUSD's needs and is within budget.

### **FISCAL ANALYSIS**

The City and CCUSD have agreed to share the \$70,000 per year cost of continuing the program. The City will continue in its current role as contract administrator and contribute \$40,000 per year toward the cost of the program. CCUSD's share of the program cost is \$30,000 per year.

The City will enter into a contract for three years, with options for two one-year extensions based on performance. The maximum value of this five-year contract is \$350,000.

The City Council allocated \$40,000 in the FY 2017-18 budget. Future funding for this program would be contingent upon the City's annual budget process. The City will retain the right to terminate the contract should the program not be funded in future budgets.

### **ATTACHMENTS**

1. Walk & Rollers Continuation Memo
2. Walk 'n Rollers Proposal

### **MOTION**

That the City Council:

1. Approve a professional services agreement with Walk 'n Rollers, a Project of the Los Angeles County Bicycle Coalition, in an amount not-to-exceed \$350,000 over five years; and

2. Authorize the City Manager to enter into a memorandum of understanding with the Culver City Unified School District (CCUSD) to jointly administer and share the cost of the Culver City Walk & Rollers safe routes to school program; and
  
3. Authorize the City Attorney to review/prepare the necessary documents; and
  
4. Authorize the City Manager to execute such documents on behalf of the City.