

PROFESSIONAL CONSULTANT SERVICES AGREEMENT

CHEN RYAN ASSOCIATES, INC.

Individualized Pedestrian and Bicycle Safety Action Plans and Customized Safe Routes to School (STRS) Reports for Fifty (50) Elementary and Middle Schools Citywide (RFP No. 2365)

THIS PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Agreement”) is made and entered into this _____ day of _____, 20____ (“Effective Date”), by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and CHEN RYAN ASSOCIATES, INC., a California corporation (“Consultant”).

1. **Scope of Services.** City agrees to retain and does hereby retain Consultant and Consultant agrees to provide the services more particularly described in Exhibit “A,” “Scope of Services” (“Services”), attached hereto and incorporated herein by reference, in conjunction with Individualized Pedestrian and Bicycle Safety Action Plans and Customized Safe Routes to School (STRS) Reports for Fifty (50) Elementary and Middle Schools Citywide, RFP No. 2365 (“Project”).

2. **Term.** This Agreement shall be effective on the date first written above and shall remain in effect until June 30, 2026, with the option to extend for two (2) additional one-year terms not to exceed two (2) years based upon acceptable performance by the Consultant, acceptable fees and subject to the same terms and conditions of the Agreement, unless otherwise terminated pursuant to the provisions herein.

3. **Compensation/Payment.** Consultant shall perform the Services under this Agreement for the total sum not to exceed Seven Hundred Ninety Thousand Five Dollars (\$790,005.00), payable in accordance with the terms set forth in Exhibit “B.” Said payment shall be made in accordance with City’s usual accounting procedures upon receipt and approval of an itemized invoice setting forth the services performed. The invoices shall be delivered to City at the address set forth in Section 4 hereof. Pricing is to remain firm for the initial contract term. Should the option to renew for additional years be exercised, City and Consultant may negotiate any and all price modifications.

4. **Notices.** Any notices required to be given, hereunder shall be in writing and shall be personally served or given by mail. Any notice given by mail shall be deemed given when deposited in the United States Mail, certified and postage prepaid, addressed to the party to be served as follows:

To City

Public Works Department
City of Riverside
Attn: Philip Nitollama
3900 Main Street, 4th Floor
Riverside, CA 92522

To Consultant

Chen Ryan Associates, Inc.
Attn: Monique Chen
3900 Fifth Avenue
San Diego, CA 92103

5. **Prevailing Wage.** If applicable, Consultant and all subcontractors are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director's determination is available on-line at www.dir.ca.gov/dlsr/DPreWageDetermination.htm and is referred to and made a part hereof; the wage rates therein ascertained, determined, and specified are referred to and made a part hereof as though fully set forth herein.

6. **Contract Administration.** A designee of the City will be appointed in writing by the City Manager or Department Director to administer this Agreement on behalf of City and shall be referred to herein as Contract Administrator.

7. **Standard of Performance.** While performing the Services, Consultant shall exercise the reasonable professional care and skill customarily exercised by reputable members of Consultant's profession practicing in the Metropolitan Southern California Area and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.

8. **Personnel.** Consultant shall furnish all personnel necessary to perform the Services and shall be responsible for their performance and compensation. Consultant recognizes that the qualifications and experience of the personnel to be used are vital to professional and timely completion of the Services. The key personnel listed in Exhibit "C" attached hereto and incorporated herein by this reference and assigned to perform portions of the Services shall remain assigned through completion of the Services, unless otherwise mutually agreed by the parties in writing, or caused by hardship or resignation in which case substitutes shall be subject to City approval.

9. **Assignment and Subcontracting.** Neither party shall assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the other party. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of assignor under this Agreement, in a writing satisfactory to the parties. Consultant acknowledges that any assignment may, at the City's sole discretion, require City Manager and/or City Council approval. Consultant shall not subcontract any portion of the work required by this Agreement without prior written approval by the responsible City Contract Administrator. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 12. The Consultant acknowledges and agrees that the City is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the City.

10. **Independent Contractor.** In the performance of this Agreement, Consultant, and Consultant's employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the City of Riverside. Consultant acknowledges and agrees that the City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to Consultant, or to Consultant's

employees, subcontractors and agents. Consultant, as an independent contractor, shall be responsible for any and all taxes that apply to Consultant as an employer.

11. **Indemnification.**

11.1 **Design Professional Defined.** For purposes of this Agreement, “Design Professional” includes the following:

- A. An individual licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter.
- B. An individual licensed as a landscape architect pursuant to Chapter 3.5 (commencing with Section 5615) of Division 3 of the Business and Professions Code, and a business entity offering landscape architectural services in accordance with that chapter.
- C. An individual registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter.
- D. An individual licensed as a professional land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

11.2 **Defense Obligation For Design Professional Liability.** Consultant agrees, at its cost and expense, to promptly defend the City, and the City’s employees, officers, managers, agents and council members (collectively the “Parties to be Defended”) from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. Consultant will reimburse City for reasonable defense costs for claims arising out of Consultant’s professional negligence based on the percentage of Consultant’s liability. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant’s Services under this Agreement.

11.3 **Indemnity For Design Professional Liability.** When the law establishes a professional standard of care for Consultant’s services, to the fullest extent permitted by law, Consultant shall indemnify, protect and hold harmless the City and the City’s employees, officers, managers, agents, and Council Members (“Indemnified Parties”) from and against any and all

claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fines and penalties, liabilities or losses of any kind or nature whatsoever to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party.

11.4 Defense Obligation For Other Than Design Professional Liability.

Consultant agrees, at its cost and expense, to promptly defend the City, and the City's employees, officers, managers, agents and council members (collectively the "Parties to be Defended") from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings which arise out of, or relate to, or are in any way connected with: 1) the Services, work, activities, operations, or duties of the Consultant, or of anyone employed by or working under the Consultant, or 2) any breach of the Agreement by the Consultant. This duty to defend shall apply whether or not such claims, allegations, lawsuits or proceedings have merit or are meritless, or which involve claims or allegations that any or all of the Parties to be Defended were actively, passively, or concurrently negligent, or which otherwise assert that the Parties to be Defended are responsible, in whole or in part, for any loss, damage or injury. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant's Services under this Agreement.

11.5 Indemnity For Other Than Design Professional Liability. Except as to the sole negligence or willful misconduct of the City, Consultant agrees to indemnify, protect and hold harmless the Indemnified Parties from and against any claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fine and penalties, liabilities or losses of any kind or nature whatsoever whether actual, threatened or alleged, which arise out of, pertain to, or relate to, or are a consequence of, or are attributable to, or are in any manner connected with the performance of the Services, work, activities, operations or duties of the Consultant, or anyone employed by or working under the Consultant or for services rendered to Consultant in the performance of this Agreement, notwithstanding that the City may have benefited from its work or services. This indemnification provision shall apply to any acts, omissions, negligence, recklessness, or willful misconduct, whether active or passive, on the part of the Consultant or anyone employed or working under the Consultant.

12. Insurance.

12.1 General Provisions. Prior to the City's execution of this Agreement, Consultant shall provide satisfactory evidence of, and shall thereafter maintain during the term of this Agreement, such insurance policies and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

12.1.1 **Limitations.** These minimum amounts of coverage shall not constitute any limitation or cap on Consultant's indemnification obligations under Section 11 hereof.

12.1.2 **Ratings.** Any insurance policy or coverage provided by Consultant or subcontractors as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

12.1.3 **Cancellation.** The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

12.1.4 **Adequacy.** The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. If Consultant believes that any required insurance coverage is inadequate, Consultant will obtain such additional insurance coverage as Consultant deems adequate, at Consultant's sole expense.

12.2 **Workers' Compensation Insurance.** By executing this Agreement, Consultant certifies that Consultant is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Consultant shall carry the insurance or provide for self-insurance required by California law to protect said Consultant from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Consultant shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that Consultant is self-insured for such coverage, or 2) a certified statement that Consultant has no employees, and acknowledging that if Consultant does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days' prior written notice before modification or cancellation thereof.

12.3 **Commercial General Liability and Automobile Insurance.** Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, commercial general liability insurance and automobile liability insurance as required to insure Consultant against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Consultant. The City, and its officers, employees and agents, shall be named as additional insureds under the Consultant's insurance policies.

12.3.1 Consultant's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent contractor's

liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

12.3.2 Consultant's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of Consultant's automobile and/or commercial general liability insurance policies shall cover all vehicles used in connection with Consultant's performance of this Agreement, which vehicles shall include, but are not limited to, Consultant owned vehicles, Consultant leased vehicles, Consultant's employee vehicles, non-Consultant owned vehicles and hired vehicles.

12.3.3 Prior to City's execution of this Agreement, copies of insurance policies or original certificates along with additional insured endorsements acceptable to the City evidencing the coverage required by this Agreement, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

12.3.4 The insurance policy or policies shall also comply with the following provisions:

- a. The policy shall be endorsed to waive any right of subrogation against the City and its sub-consultants, employees, officers and agents for services performed under this Agreement.
- b. If the policy is written on a claims-made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.
- c. The policy shall specify that the insurance provided by Consultant will be considered primary and not contributory to any other insurance available to the City and Endorsement No. CG 20010413 shall be provided to the City.

12.4 Errors and Omissions Insurance. Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, errors and omissions professional liability insurance in the minimum amount of \$1,000,000 to protect the City from claims resulting from the Consultant's activities.

12.5 Subcontractors' Insurance. Consultant shall require all of its subcontractors to carry insurance, in an amount sufficient to cover the risk of injury, damage or loss that may be caused by the subcontractors' scope of work and activities provided in furtherance

of this Agreement, including, but without limitation, the following coverages: Workers Compensation, Commercial General Liability, Errors and Omissions, and Automobile liability. Upon City's request, Consultant shall provide City with satisfactory evidence that Subcontractors have obtained insurance policies and coverages required by this section.

13. **Business Tax.** Consultant understands that the Services performed under this Agreement constitutes doing business in the City of Riverside, and Consultant agrees that Consultant will register for and pay a business tax pursuant to Chapter 5.04 of the Riverside Municipal Code and keep such tax certificate current during the term of this Agreement.

14. **Time of Essence.** Time is of the essence for each and every provision of this Agreement.

15. **City's Right to Employ Other Consultants.** City reserves the right to employ other Consultants in connection with the Project. If the City is required to employ another consultant to complete Consultant's work, due to the failure of the Consultant to perform, or due to the breach of any of the provisions of this Agreement, the City reserves the right to seek reimbursement from Consultant.

16. **Accounting Records.** Consultant shall maintain complete and accurate records with respect to costs incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

17. **Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant, except as otherwise directed by City's Contract Administrator. Nothing furnished to Consultant which is otherwise known to the Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production, website, or other similar medium without the prior written consent of the City.

18. **Ownership of Documents.** All reports, maps, drawings and other contract deliverables prepared under this Agreement by Consultant shall be and remain the property of City. Consultant shall not release to others information furnished by City without prior express written approval of City.

19. **Copyrights.** Consultant agrees that any work prepared for City which is eligible for copyright protection in the United States or elsewhere shall be a work made for hire. If any such work is deemed for any reason not to be a work made for hire, Consultant assigns all right, title and interest in the copyright in such work, and all extensions and renewals thereof, to City,

and agrees to provide all assistance reasonably requested by City in the establishment, preservation and enforcement of its copyright in such work, such assistance to be provided at City's expense but without any additional compensation to Consultant. Consultant agrees to waive all moral rights relating to the work developed or produced, including without limitation any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.

20. **Conflict of Interest.** Consultant, for itself and on behalf of the individuals listed in Exhibit "C," represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, in the Project affected by the above-described Services. Consultant further warrants that neither Consultant, nor the individuals listed in Exhibit "C" have any real property, business interests or income interests that will be affected by this project or, alternatively, that Consultant will file with the City an affidavit disclosing any such interest.

21. **Solicitation.** Consultant warrants that Consultant has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement without liability and pay Consultant only for the value of work Consultant has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from Consultant the full amount of such commission, percentage, brokerage or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.

22. **General Compliance With Laws.** Consultant shall keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of services by Consultant pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances and regulations, and shall be solely responsible for any failure to comply with all applicable laws, ordinances and regulations. Consultant represents and warrants that Consultant has obtained all necessary licenses to perform the Scope of Services and that such licenses are in good standing. Consultant further represents and warrants that the services provided herein shall conform to all ordinances, policies and practices of the City of Riverside.

23. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any such action or failure to act constitute approval of or acquiescence in any breach thereunder, except as may be specifically, provided in this Agreement or as may be otherwise agreed in writing.

24. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Consultant and City.

25. **Termination.** City, by notifying Consultant in writing, shall have the right to terminate any or all of Consultant's services and work covered by this Agreement at any time. In the event of such termination, Consultant may submit Consultant's final written statement of the amount of Consultant's services as of the date of such termination based upon the ratio that the work completed bears to the total work required to make the report complete, subject to the City's

rights under Sections 15 and 26 hereof. In ascertaining the work actually rendered through the termination date, City shall consider completed work, work in progress and complete and incomplete reports and other documents only after delivered to City.

25.1 Other than as stated below, City shall give Consultant thirty (30) days' prior written notice prior to termination.

25.2 City may terminate this Agreement upon fifteen (15) days' written notice to Consultant, in the event:

25.2.1 Consultant substantially fails to perform or materially breaches the Agreement; or

25.2.2 City decides to abandon or postpone the Project.

26. **Offsets.** Consultant acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which Consultant owes or may owe to the City, City reserves the right to withhold and offset said amounts from payments or refunds or reimbursements owed by City to Consultant. Notice of such withholding and offset, shall promptly be given to Consultant by City in writing. In the event of a dispute as to the amount owed or whether such amount is owed to the City, City will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

27. **Successors and Assigns.** This Agreement shall be binding upon City and its successors and assigns, and upon Consultant and its permitted successors and assigns, and shall not be assigned by Consultant, either in whole or in part, except as otherwise provided in paragraph 9 of this Agreement.

28. **Venue.** Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in the Superior Court, County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county. In the event either party hereto shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition of this Agreement, it is mutually agreed that each party will bear their own attorney's fees and costs.

29. **Nondiscrimination.** During Consultant's performance of this Agreement, Consultant shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, genetic information, gender, gender identity, gender expression, or sexual orientation, military and veteran status, in the selection and retention of employees and subcontractors and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Consultant agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

30. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, of this Agreement shall be considered severable. In the event any provision,

term, condition, covenant and/or restriction, in whole and/or in part, of this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement, and the remainder of the Agreement shall continue in full force and effect.

31. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions hereof and thereof.

32. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

33. **Digital and Counterpart Signatures.** Each party to this Agreement intends and agrees to the use of digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (Civil Code §§ 1633.1, et seq.), California Government Code § 16.5, and California Code of Regulations Title 2 Division 7 Chapter 10, to execute this Agreement. The parties further agree that the digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for purposes of validity, enforceability, and admissibility. For purposes of this section, a “digital signature” is defined in subdivision (d) of Section 16.5 of the Government Code and is a type of “electronic signature” as defined in subdivision (h) of Section 1633.2 of the Civil Code. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each certified or authenticated electronic copy of an encrypted digital signature shall be deemed a duplicate original, constituting one and the same instrument and shall be binding on the parties hereto.

34. **Interpretation.** City and Consultant acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

34.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

34.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

34.3 In the event of a conflict between the body of this Agreement and Exhibit “A” - Scope of Services hereto, the terms contained in Exhibit “A” shall be controlling.

35. **Exhibits.** The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

Exhibit "A" - Scope of Services

Exhibit "B" - Compensation

Exhibit "C" - Key Personnel


[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, City and Consultant have caused this Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California charter city and municipal corporation


CHEN RYAN ASSOCIATES, INC., a California corporation

By: _____
City Manager

By:  _____
Print Name: Monique Chen
Title: President
(Signature of Board Chair, President, or Vice President)

Attest: _____
City Clerk

and

By:  _____
By: Ross Duenas (Jun 10, 2024 18:11 PDT)
Print Name: Ross Duenas
Title: Treasurer
(Signature of Secretary, Assistant Secretary, CFO, Treasurer, or Assistant Treasurer)

Certified as to Availability of Funds:

By:  _____
Chief Financial Officer

Approved as to Form:

By:  _____
Deputy City Attorney

EXHIBIT "A"

SCOPE OF SERVICES

these efforts will facilitate an accurate understanding of student travel patterns, identify physical barriers or infrastructure deficiencies, pinpoint collision hotspots near schools, and assess operational aspects during arrival and dismissal periods.

We have undertaken these measures to ensure optimal project efficiencies, enabling us to bring forward an approach that delivers the requested scope within budget and on schedule. Our approach for this project is based on a careful examination of the detailed scope, our knowledge of the City of Riverside Active Transportation Plan, Trails Master Plan, and our technical capabilities and experience delivering Safe Routes to School Plans.

SCOPE OF SERVICES

TASK 1: COMPREHENSIVE PUBLIC OUTREACH & ENGAGEMENT

Our approach to Task 1 emphasizes cultivating relationships at every level. This involves commencing the project with a kick-off meeting involving City staff and maintaining regular monthly meetings with the City project manager. Jenny An, CRA's project manager, prides herself on being available to clients via email and phone, fostering open communication throughout the project and beyond. CRA will organize a kick-off meeting with the City of Riverside to confirm the project goals and schedule, discuss our approach for executing the project and deliverable expectations, as well as establish communication protocols. A data request will also be discussed during this initial meeting.

The schedule is anticipated to end no later than April 30, 2026.

OUTREACH AND ENGAGEMENT STRATEGY

CRA has a strong partnership with Riverside University Health Systems (RUHS) and is currently working with RUHS as a key stakeholder on the CVAG Arts and Music Line Non-Infrastructure Plan. We will formulate a comprehensive outreach and engagement strategy delineating contact with Alford Unified School District (AUSD) and Riverside Unified School

District (RUSD), the Police Department, and school administrators. Based on our experience, we recognize the importance of collaborating with PTAs and after-school programs such as HEARTS (Helping Elementary Achievers Reach The Stars) and STAR (Sports, Tutoring, Arts, & Recreation) to engage parents and youth effectively. CRA's outreach strategy will clearly outline the roles and responsibilities of each stakeholder, identify necessary key messages, and specify public-facing tools required to engage a diverse population.

PROJECT LOGO AND BRANDING

Rene Rivas, CRA's communications specialist, will craft a logo, color palette, and overall visual identity for the City of Riverside's Safe Routes to School (SRTS) initiative, intended for use in this project and future SRTS campaigns. This will undergo review and feedback from the City's public affairs/communications team before finalization. The project's branding and logo will be seamlessly integrated into the layout of the SRTS action plan, SRTS mapping, and any promotional materials like flyers and fact sheets designed to support school communications.

CRA anticipates all public facing communications will be highly graphical and bilingual (English and Spanish), including elements such as the SRTS webpage hosted on the City's website and social media posts shared with stakeholders including RUHS, Riverside Police, as well as any potential Community-Based Organization (CBO) partners.

DISTRICT-WIDE MEETINGS AND LAW-ENFORCEMENT MEETINGS

CRA will organize and facilitate a maximum of six meetings. We will collaborate with City staff to determine the type and participants of each meeting. These meetings may take the form of interactive sessions with facilitated breakout groups or town hall-style gatherings featuring presentations and Q&A sessions.

Our initial set of meetings will involve engaging school districts and law enforcement to introduce the project, solicit their input on circulation, parking, access issues, and other challenges and opportunities related to schools. Following each meeting, CRA will provide a

detailed summary focusing on key ideas, questions, concerns, and follow-up action items.

Once recommendations are formulated, we plan to present them both at the district level and at individual school sites. Additionally, we will collaborate closely with City staff to explore public safety grant opportunities, particularly those offered by Caltrans OTS, and to discuss enforcement efforts with public safety officers and law enforcement agencies.

SCHOOL SITE MEETING, PARENT WORKSHOP/ NEIGHBORHOOD WALK

CRA will organize a school site meeting with the school administrator and SRTS contact, if available for each school site. This meeting marks the transition from virtual and telephone coordination to face-to-face interaction. CRA will introduce the overall project, gather necessary information for subsequent tasks, and actively listen to and understand any daily barriers and challenges faced by administrators. Subsequently, CRA will participate in observing pick-up/drop-off activities with school staff to document issues, needs, and constraints.

Recognizing that parental perceptions of safety greatly influence walking and bicycling habits, CRA acknowledges the importance of capturing their insights, including “near misses” and potential hazards. To tap into this knowledge, we will administer a parent survey and extend an open invitation for a parent workshop/neighborhood walk at each school site. Parents will have the opportunity to meet with the CRA team to share their thoughts or even accompany us on a walk around the school during our field review. This approach allows for greater flexibility in accommodating parents’ schedules. Additionally, CRA will collaborate with before and after-school programs to engage 6th - 8th graders in discussions about their experiences with walking, biking, rolling, or being dropped off at school. To ensure safety, CRA has devised interactive mapping exercises that can be conducted within the confines of the after-school program, eliminating the need for students to be excused or removed from the program.

Task 1 Deliverables:

- Project website hosted on city’s website
- SRTS logo and branding
- Two (2) district-wide meetings
- Four (4) law enforcement meetings
- Fifty (50) parent workshops & neighborhood walks
- One (1) kick-off meeting

TASKS 2 TO 4: DATA COLLECTIONS, EXISTING CONDITIONS ANALYSIS, ISSUES IDENTIFICATION

Our approach to the scope of work is aimed at fulfilling all requirements outlined in Attachment A. However, we can enhance project efficiency and capitalize on our extensive knowledge and database by consolidating the requested data from Tasks 2 to 4 into a single data collection, existing conditions analysis, and inventory, rather than conducting each analysis separately. This consolidated approach will utilize aerial imagery, census data, Replica (Big Data), and the RIVCOM model.

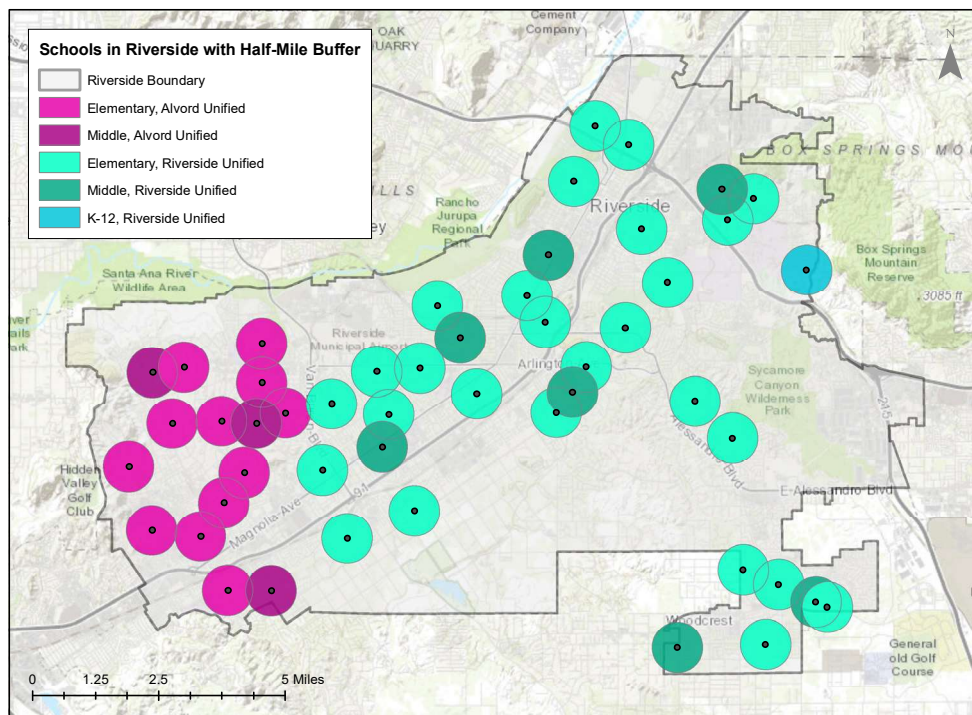
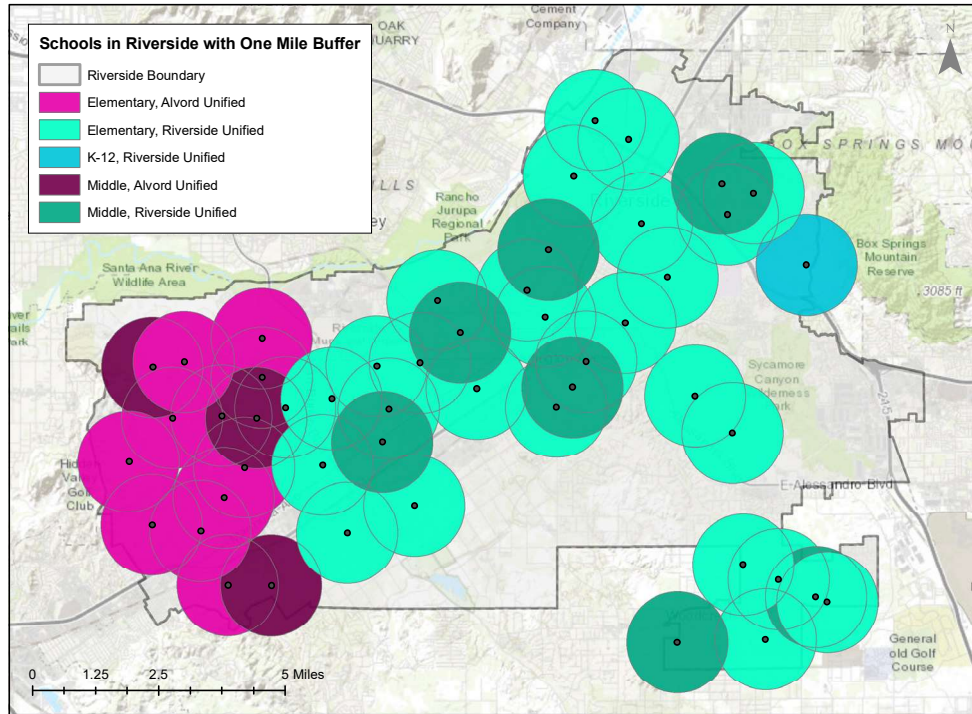
Once the data collection, inventory, and analysis are complete, we will conduct a field review and confirmation to ensure the accuracy and comprehensiveness of our baseline. This will fulfill the data assessment requirements outlined in Tasks 2 to 4. The graphic on the following page highlights the overlap area when considering a one-mile radius. We will conduct data collection, inventory, and analysis in an aggregate manner.

Considering the significant overlap within a one-mile radius among many of the schools, our focus will be on understanding the number of parents and youth commuting to each school, their origin points, and transportation modes used. To determine the appropriate radius for the school-based mobility assessment, we will utilize Replica, the RIVCOM model, and our data dashboard. Our assumption is



that the school-based multimodal mobility assessment will cover no less than a half-mile radius. We've made this assumption based on our preliminary analysis of the half-mile radius as shown in the second graphic.

Each individual school assessment will provide a unique profile of that school, issues specific to the school, existing physical challenges and opportunities, and any experiences shared by parents, youth, school staff, and other stakeholders.



DATA COLLECTION

The RFP calls out a 1-mile radius from each of the 50 schools for assessment and as shown previously, this results in significant overlapping in study areas. Rather than approaching this school by school, our approach will be collecting data and conducting comprehensive assessment for entire school coverage area (composite of each school area) to improve data collection and analysis efficiency.

CRA will collect the following data within the school study areas:

- ▶ Pick up and drop off locations (already in possession)
- ▶ Ingress/egress at each school (already in possession)
- ▶ Existing and planned pedestrian paths and bikeways (already in possession)
- ▶ Social equity metrics
- ▶ Aerial imagery and field observations including the following both on City streets and school property:
 - Striping
 - Marked crosswalks and pavement markings
 - Intersection controls (signals, stop signs, yield)
 - Pedestrian signals (LPI, countdown)
 - Bicycle racks/corrals
 - Sidewalk gaps
 - ADA/ped ramps
 - Walking/bicycling barriers/obstacles
 - School parking lots
 - Number of trips to/from school by mode (already in possession)
 - Route to/from school by mode (already in possession)

Once we establish these current conditions as a reference point, we will overlay the school enrollment boundaries (which we already have) onto the data to initiate the analysis for each school. Leveraging CRA's proprietary Travel Modeling Handbook for the RIVCOM model, we can utilize travel demand

modeling data and adjust the sensitivity for each school through origin/destination pairing. This enables us to conduct mode share analysis (determining the number of trips to school by mode) and origin/destination analysis (examining routes to/from school by mode) based on data-driven insights from the model.

QUANTIFIABLE PERFORMANCE MEASURES

CRA has developed and applied a set of quantifiable multimodal performance measures on multimodal planning and Complete Streets projects ranging from corridors studies to community and city-wide plans. The performance measures assess **demand, facility quality, connectivity/accessibility, and user's safety** for the core transportation modes. These analyses are suitable for existing conditions, as well as development and evaluation of the various improvement alternatives. This analytical approach has served as a strong communication tool when working with members of the public and decision makers as it provides quantifiable comparisons for the without and with recommended improvements of each travel mode. It is also an important tool in making modal treat-off decisions along with on-street parking data and analysis. To ensure the resilience and relevancy of our approach and methods in this rapidly evolving mobility landscape, we continuously refine and adjust the technical intricacies by incorporating the latest federal, state, and local requirements, industry best practices, and lessons-learned from our project experiences.

➤ *Demand Assessment*

Drawing from our experience, we understand the value of video capture in comprehending behaviors around schools. Our approach entails conducting multimodal counts, encompassing school pick-up/drop-off activities from 6 AM to 6 PM. We acknowledge that certain schools provide both before and after-school programs, and to gain a deeper insight into queuing, turning movements out of schools, and peak activity periods, video footage proves indispensable. While CRA will collaborate with school districts, it's important to note that cameras will not be installed on school grounds.

These counts will be used as a data baseline for:

- ▶ Drop-off/pick-up counts
- ▶ Turning movements
- ▶ Queuing analysis

As described previously, both Replica (Big Data) and the RIVCOM model will also provide information supplementing the actual count data.

▶ *Facility Quality Assessment*

To evaluate cycling environments, CRA uses **Level of Traffic Stress (LTS)**, an industry recognized assessment, to define the quality of the roadway environment from the cyclists' perspective. LTS inputs consider posted speed limit, number of roadway travel lanes, on-street parking presence, and intersection characteristics such as the presence of right-turn only lanes. The results of this assessment are displayed in a map that assigns a score of one through four, based on roadway characteristics, to all bikeways and street segments in a network.

We have used and assessed numerous industry recognized performance measures to evaluate the quality of the pedestrian environment along roadway segments and designated crossing locations over the years. Our familiarity with the strengths and weaknesses of many of those has motivated CRA to develop its own pedestrian network performance measure called **Pedestrian Environment Score (PES)**. PES classifies roadway segments and street crossing legs into one of four categories: High, Medium, Low, and Very Low, through an inventory of variables that can influence a pedestrian's perception of the walking environment. Variables include the presence of a sidewalk, separation from vehicular travel, lighting, posted speed limit of the adjacent roadway, the type of traffic control, crossing distance, curb ramps, and other operational and physical features at the crossing locations.

▶ *Connectivity & Accessibility Assessment*

Pedestrian network connectivity is evaluated by identifying the presence and conditions of existing sidewalks and curb ramps in the study area, while

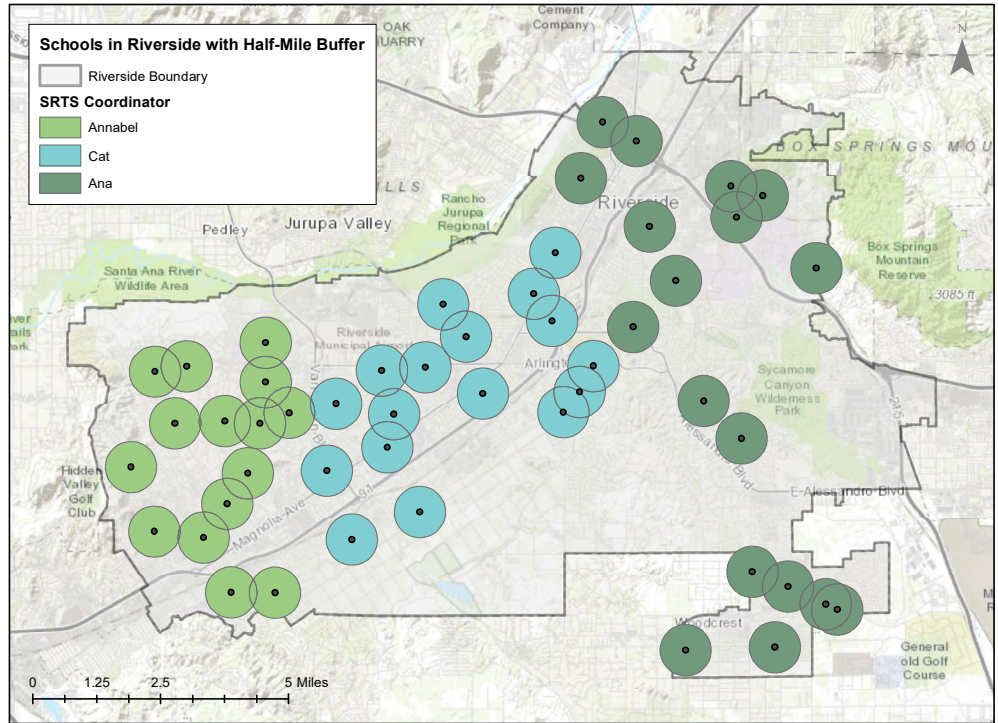
bicycle network connectivity is assessed by reviewing the existing bicycle facilities. In addition, these connectivity assessments can be taken to another level by adding facility quality assessment results to form a comfortable and inviting network for users of all ages and abilities.

In addition to the connectivity assessment, school-based mobility assessments will also be conducted. In our previous Safe Routes to School projects, we've found a highly effective methodology involves conducting an on-site school-based mobility assessment at each school. This comprehensive assessment includes a school site meeting, a parent workshop, and a neighborhood walk during pick-up/drop-off times. CRA's communication leads for each school—Cat Callaghan for north RUSD, Ana Garate for south RUSD, and Annabel Grealish for AUSD—will closely coordinate with each school to schedule these activities, along with the field review/confirmation. As part of the mobility assessment, CRA will gather school information and verify any physical conditions that require confirmation. This includes:

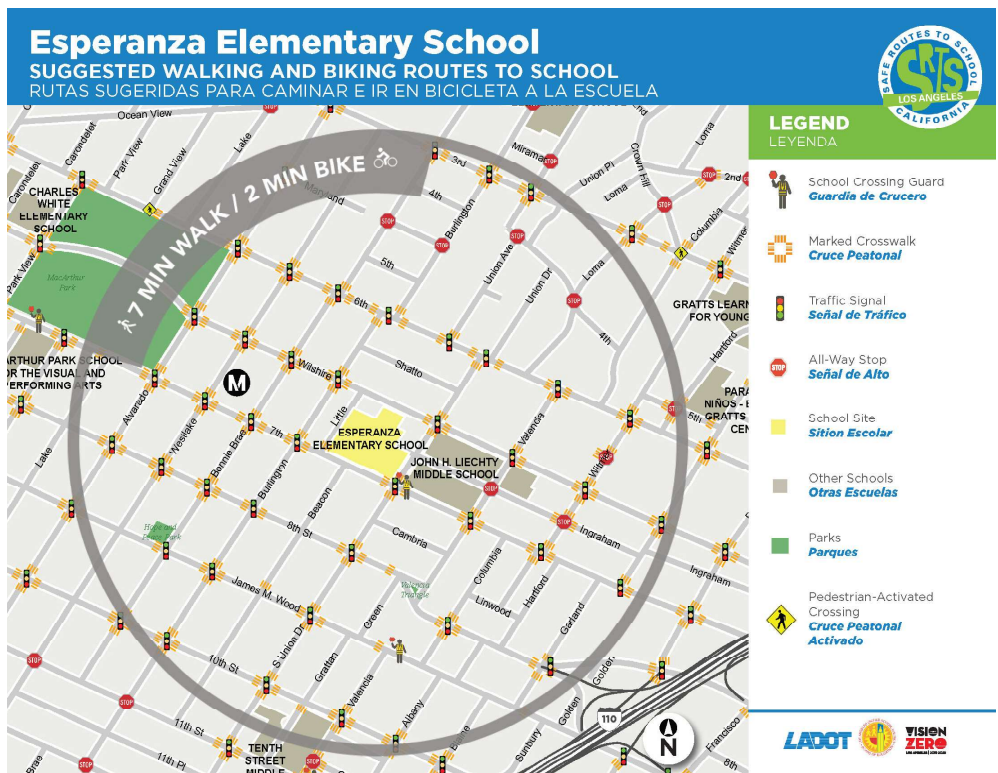
- ▶ Identifying access points to the school property
- ▶ Noting posted speeds
- ▶ Assessing school zone signage
- ▶ Determining crossing guard locations and their utilization
- ▶ Observing pick-up/drop-off queuing

During the neighborhood walks, CRA will create scavenger hunt or treasure hunt mapping activities, allowing youth to participate in identifying barriers or concerns and discovering "treasures" such as signs and markings. CRA will develop a brief survey to guide discussions and provide a map for staff, parents, and youth to offer comments and thoughts during the school site meeting, parent workshop, and neighborhood walk, respectively.

This graphic highlights how we plan to divide the schools for on-site field reviews as well as coordinating school site meetings, parent workshops, neighborhood walks, and ultimately the development of the multimodal mobility assessment.



This graphic illustrates an example of the visual representation of data collected in our existing conditions process, derived from the LADOT SRTS plan.



➤ Safety Assessment

Built upon our experience in conducting safety analysis, CRA has developed a state-of-the-art tool that improves project efficiency and provides clients with a way to continuously analyze and manage traffic safety long after we complete the project. The Traffic Safety Assessment and Countermeasure Dashboard is an innovative web-based application that CRA designed to assist clients with systemic safety analysis and the process of identifying countermeasures. This tool integrates collision datasets, roadway characteristics, and countermeasure information (such as crash reduction effectiveness and cost) into an interactive viewer which allows users to filter and query by various collision attributes, examine hotspot collision profile environments, and prioritize where to implement countermeasures.

Task 2 Deliverables:

- *Pick up/drop-off, parking, and circulation analysis*
- *Existing pedestrian and bicycle facilities*
- *Social equity metrics (household income, healthy places index, language barriers, healthcare access based on census tracts/ RIVCOM modeling)*
- *Collision analysis*
- *Mode share analysis (number of trips to school by mode)*
- *Origin/destination analysis (route to/from school by mode)*
- *Cross guard locations*
- *List of issues for each school*
- *Incorporation into the Mobility Assessment Reports*

Task 3 Deliverables:

- *Existing conditions inventory (based aerial imagery)*

- *Field review (on-site), photos and data collection*
- *Drop-off/pick-up activity/impacts on neighborhoods streets*
- *Cross guard utilization and evaluation*
- *Incorporation into the Mobility Assessment Reports*

Task 4 Deliverables:

- *Multimodal counts at each of the school sites (6 AM to 6PM)*
- *Drop-off/pick-up counts*
- *Turning movements counts*
- *Queuing analysis for pick-up/drop-off*
- *School information collection (safety assemblies/SRTS related programs, junior crossing guard programs, walk to school day activities)*
- *School year attendance boundary and bell schedule*
- *Incorporation into the Mobility Assessment Reports*

TASK 5: EXISTING CONDITIONS EVALUATION AND AREAS FOR IMPROVEMENTS

Across tasks 2 to 4, five memos have been outlined as deliverables. While each assessment and the accompanying information/data are crucial, we propose consolidating the data collection emphasized in these tasks to establish the foundation for each action plan, resulting in one school-based mobility assessment report per school. Tasks 2 to 4 will collectively contribute to the development of the mobility assessment report, which will serve as the cornerstone for recommendation formulation and integration into the school's action plan. The report will encompass a school profile detailing social equity metrics, demographics, FRPM scoring, and enrollment

boundaries, alongside mode share data derived from RIVCOM modeling, collision analysis based on origin-destination modeling data, identification of walking and bicycling barriers within a quarter-mile radius, Pedestrian PES, and capture of drop-off, pick-up, and vehicle circulation patterns. The objective of the mobility assessment is to offer a comprehensive overview of mobility surrounding the school.

Each Mobility Assessment Report will be led by the school's task lead, Ana Garate, Annabel Grealish, or Cat Callaghan. Jenny will oversee the overall development and this core group will work closely with school staff, City staff, and stakeholders throughout the project process.

Task 5 Deliverables:

- *Fifty (50) Mobility Assessment Reports*

TASK 6: INITIAL STUDENT TALLY AND PARENT SURVEY

Amid the pandemic, there has been a notable integration of technology into educational curriculum, including the utilization of tablets, Chromebooks, reading apps, and other digital tools. CRA has observed a similar shift in the Safe Routes to School (SRTS) landscape. To adapt to these changes, we propose implementing an online survey-based student tally that can be conveniently distributed to teachers for quick assessment at the beginning of class. This approach saves teachers time and eliminates the need for paper surveys that may be subject to manual entry or risk getting lost during the school day. CRA will track the survey results to confirm participation from each classroom.

Similarly, parent surveys will be conducted via a bilingual online survey, utilizing methods such as QR codes on flyers, distribution through PTA email distribution list, Peachjar, Google Classroom, Blackboard Learn, etc. The survey formats will adhere to the standards established by the National Center for Safe Routes to School. The insights gathered from

these surveys will play a pivotal role in informing the recommendations process.

Task 6 Deliverables:

- *Initial student tally and parent surveys coordination*
- *Initial survey results*

TASK 7: INDIVIDUAL SCHOOL RECOMMENDATIONS

Drawing upon tasks 2-6 and the comprehensive Mobility Assessment Reports, CRA will compile a roster of prospective projects. A key strength of CRA lies in our focus on implementation and constructability, ensuring that our recommendations go beyond mere lines on a map. Our planners and engineers will collaborate in an integrated process to propose a network of feasible and implementable active transportation facilities that cater to the current and future needs while adhering to relevant engineering standards. These recommendations will be categorized as City-led or school-based projects and will be grouped based on their nature: physical improvement, operational improvement, educational/encouragement effort, or enforcement effort. This list will undergo review with the City project manager before being shared with school staff.

Subsequently, CRA will organize individual meetings with each school to discuss trade-offs and ascertain the school staff's prioritization of the potential projects list, culminating in the creation of a final recommendations matrix. Revisions will be made based on feedback from both City and school staff before the development of the final recommendations matrix.

Task 7 Deliverables:

- *Individualized list of prioritized recommendations per school*
- *Prioritization and recommendations meeting*

Below is an example of graphic representation of City-led recommendations developed for school staff during the Solana Beach SRTS planning process.



TASK 8: INDIVIDUAL SRTS MAPS

As part of the action plan, CRA will develop individual SRTS maps that illustrate the safest walking and bicycling routes. The routes will be selected based on the highest propensity based on our Demand Assessment. Our team will consider physical barriers and challenges, high collision areas, speeds, and physical conditions of the walking routes and bikeways. The objective is to produce maps that are easily navigable for school children and can include neighborhood-specific landmarks or Riverside landmarks as wayfinding aids for parents and children.

CRA will draft a map to be reviewed by City staff. During this review process, CRA will host a virtual meeting/workshop involving parents, PTA, and the broader public. We will present the SRTS maps, provide insights into the project process, and engage participants in a virtual walkthrough. Comments received during the session will be documented in a comments matrix, and the SRTS maps will be revised accordingly.

Task 8 Deliverables:

- Fifty (50) Draft SRTS Maps
- Review meeting with school community
- Fifty (50) Final SRTS Maps

TASK 9: INDIVIDUAL SAFE ROUTES TO SCHOOL ACTION PLAN (PEDESTRIAN & BICYCLE SAFETY AND CIRCULATION)

CRA will develop an individual SRTS Action Plan for each school, consolidating the Mobility Assessment Report, the prioritized recommendations matrix from Task 7, and a summary of the feedback gathered during the engagement process at each school. The intent is to create a visually compelling and succinct document that delineates a clear action-oriented pathway for change, spearheaded by either the school or the City.

PEDESTRIAN AND BICYCLE SAFETY

The Action Plan will encompass specific pedestrian and bicycle safety projects or programs derived from the recommendations outlined in Task 7. The idea of the action plan is to establish a mutually agreed blueprint between the City and the school, facilitating swift project implementation. These recommendations will be tailored to the unique needs of each school and will be structured to seamlessly integrate into a memorandum of understanding between the City of Riverside and the schools. The Action Plan will particularly emphasize pedestrian and bicycle safety enhancements that can be executed independently by the school, collaboratively with the City, or solely by the City itself.

PARKING AND CIRCULATION

One of the biggest challenges encountered by schools revolves around pick-up/drop-off procedures, parking, and circulation in and around school premises, especially during peak hours. The recommendations concerning parking and circulation will concentrate on school grounds or parking areas under school jurisdiction, which can be implemented by any school personnel. These recommendations may entail straightforward measures such as enhanced signage or adjustments to cone markings. The actions highlighted in this section will be guided by recommendations formulated in Task 7.

Task 9 Deliverables:

- *Fifty (50) Draft SRTS Action Plans*
- *Comments Matrix*
- *Fifty (50) Pre-Final SRTS Action Plans*

TASK 10: FINAL STUDENT TALLY AND PARENT SURVEY

Following the development of the Action Plans and potentially after some pedestrian and bicycle safety and circulation and parking changes have been made, CRA will conduct a final student tally and parent survey. Regular administration of these tallies and surveys aids in gauging shifts in attitudes and perceptions regarding safety and barriers to walking and bicycling. The initial and final student tallies and parent surveys will establish a baseline for data collection. The Riverside ATP sets forth a goal of conducting traffic safety assessments at public schools every five years. If online, our hope is that the student tally and parent surveys could easily be conducted every year at the same time and ultimately feed into the traffic safety assessment to provide insights into evolving safety conditions at schools.

Task 10 Deliverables:

- *Final student tally and parent surveys coordination*
- *Final survey results*

TASK 11: CITYWIDE SRTS MASTER PLAN SUMMARY REPORT AND PRESENTATIONS

CRA will compile a preliminary summary report that consolidates findings from previous project tasks. The aim of this endeavor is to ultimately formulate a comprehensive Safe Routes to School (SRTS) Master Plan, encompassing a prioritized set of

recommendations for capital projects, programmatic initiatives supported by the County of Riverside Public Health and RUHS, and operational recommendations addressable by various City departments. Alongside recommendations, the SRTS Master Plan will incorporate a funding matrix providing insight into grant application challenges, funding availability, and anticipated project calls. Numerous federal, state, regional, and non-profit/private grants and funding sources exist for Complete Streets and safety enhancements, directly contributing to the establishment of safer routes to schools, parks, transit, and the expansion of the City's Active Transportation (AT) network. Leveraging our expertise in funding sources and strategic linking of funding opportunities, CRA has successfully secured over \$270 million in grant funding for municipalities over the past decade.

The draft SRTS Master Plan will be submitted to the City project manager for distribution and review. The City project manager will be tasked with providing clear directives for changes to the SRTS Master Plan. CRA will develop a comments matrix to document revisions from city staff and other stakeholders providing feedback. Subsequently, CRA will review the comments matrix with the City project manager, confirm directives, and proceed with revisions to the document.

Upon completion, CRA will submit the finalized Citywide SRTS Master Plan and will provide support for up to two public presentations. This includes attendance, delivering presentations, presenting technical data, and illustrating infographic visuals.

As part of this task, the SRTS Action Plans (comprising mobility assessments, safer routes maps, prioritized recommendations lists, student tallies, and parent surveys) will be finalized and submitted to City staff and stakeholders for review. It is anticipated that changes should be minor, with the addition of student tally and parent survey results being the primary focus.

Task 11 Deliverables:

- *Fifty (50) Final SRTS Action Plans*
- *Draft Citywide SRTS Master Plan*
- *Comments Matrix*
- *Final Citywide SRTS Master Plan*
- *Two (2) presentations (support including PPT, infographics, attendance, etc.)*

Staffing

Jenny An, Project Manager, along with Monique Chen, Principal-in-Charge, will lead this project to develop 50 individual school action plans and ultimately create a Citywide SRTS Master Plan. Jenny will be supported by Annabel Grealish, Cat Callaghan, and Ana Garate as key school coordinators. Each has been assigned areas based on our analysis shown by the graphic on page 12.

Organizational Chart

The organizational chart on the following page reflects the key staff and individuals who will support the City of Riverside Individual Safe Routes to School Action Plans. Bios and availability for each key team member are provided following the organizational chart, ensuring that City of Riverside receives the priority, support, and capacity required to deliver this project. Key personnel will be available to the extent proposed. No person designated as key to the project shall be removed or replaced with the prior written concurrence of the City of Riverside.

EXHIBIT "B"
COMPENSATION

ATTACHMENT K COST PROPOSAL FORM

California Department of Transportation
Sustainable Transportation Planning Grant Program
COST PROPOSAL FORM

Grant Category	Sustainable Communities Competitive and Technical
Grant Fiscal Year	FY 2023-24
Project Title	City of Riverside's Fifty (50) Individualized Safe Routes To School (SRTS) Action Plans
Organization (Legal name)	City of Riverside

Task #	Task Title	Total Programmed Project Cost (i.e. Engineer's Estimate)	BASE BID (Not-To-Exceed Programmed Project Cost of \$790,692)	ADDITIVE BID (If necessary, to complete remaining SRTS Projects) ¹	BASE BID + ADDITIVE BID (COMBINED TOTAL)
	Project Scope of Work To Include Safe Routes To School Plans for 50 schools total	50 schools	50 Schools		50 Schools
1	Comprehensive Public Outreach & Engagement Plan (Needs Evaluation of Each School), Establish Riverside SRTS Logo (Optional) & Create SRTS Website & Story Map Video (Optional)	\$124,999	\$118,490		\$118,490
2	Outline of Issues Related to Current Traffic, Circulation & Parking Conditions, Traffic Collision Evaluation, Social Equity Metrics	\$70,000	\$70,710		\$70,710
3	Field Reviews & Inventory of Existing Conditions	\$70,696	\$69,310		\$69,310
4	Traffic Data Inventory and / or Collection	\$74,999	\$76,260		\$76,260
5	Existing Conditions Evaluation & Improvement Areas	\$50,000	\$52,380		\$52,380
6	Initial Student Tally & Parent Surveys	\$50,000	\$48,765		\$48,765
7	Individual School Recommendations (Infrastructure & non-infrastructure)	\$50,000	\$53,715		\$53,715
8	Individualized Safe Routes To School Action Plans	\$100,000	\$74,300		\$74,300
9	Individualized School Pedestrian & Bicycle Safety & Circulation Plan Reports	\$74,999	\$100,550		\$100,550
10	Final Student Tally & Parent Surveys	\$50,000	\$48,765		\$48,765
11	Individual School Summary Reports, One (1) City Wide Master Plan Summary Report	\$74,999	\$76,760		\$76,760
Totals		\$790,692	\$790,005		\$790,005

¹ All ADDITIVE BID costs are contingent upon approval for additional local match funds by City Council at the time of award of the contract.

EXHIBIT “C”

KEY PERSONNEL



PROJECT MANAGER
Jenny An, RA, LCI, LEED GA, CPF^{SP}



PRINCIPAL-IN-CHARGE
Monique Chen, TE



RUSD NORTH COORDINATOR
Ana Garate^{SP}



RUSD SOUTH COORDINATOR
Cat Callaghan, AICP



AUSD COORDINATOR
Annabel Grealish



Bold - Task Lead
 (Sp) - Spanish speakers