



*City of Arts & Innovation*

# City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 14, 2019

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: RFP NO. 1873 - PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR CROSSING GUARD SERVICES WITH ALL CITY MANAGEMENT SERVICES, INC. THROUGH JUNE 30, 2024 IN THE AMOUNT OF \$4,966,042

## **ISSUE:**

Approve a Professional Consultant Services Agreement with All City Management Services, Inc. for Crossing Guard Program Management Services in the amount of \$4,966,042 through June 30, 2024.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement for Crossing Guard Program Management Services with All City Management Services, Inc. in the amount of \$4,966,042 for a term of July 1, 2019 through June 30, 2024 with the option to extend for one additional two year term; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with City Management Services, Inc., including contract extensions and making minor and non-substantive changes.

## **BACKGROUND:**

Prior to 2014, the Public Works Department was responsible for staffing and managing the City's crossing guard program. However, due to a series of challenges associated with the program, including Citywide staffing reductions following the Great Recession, difficulties recruiting and retaining part-time guards, and an increase in liability associated with workplace injuries, the City Council authorized issuance of a request for proposals on December 3, 2013 for the management and provision of crossing guard services within the City. On April 15, 2014, the City Council approved a five-year contract with All City Management Services, Inc. (ACMS), which expires on June 30, 2019.

## **DISCUSSION:**

### **Proposal Process**

With the current ACMS agreement set to end on June 30, 2019, the City issued a new Request for Proposal (RFP 1873) on October 11, 2018, for the management and provision of full service crossing guard services within the City. In response to the RFP, two proposals were received and evaluated by the Public Works Department. The proposal from ACMS, the City's current provider, was deemed responsive and to be the most qualified firm. City staff have been satisfied with the services provided by ACMS since 2014.

ACMS has more than 30 years of experience managing crossing guard programs and provides extensive crossing guard services and program management to multiple other Southern California agencies, including the Cities of Aliso Viejo, Glendora, Ontario, Pasadena, Rancho Cucamonga, San Gabriel, Tustin, West Covina, and Yorba Linda, as well as the County of Los Angeles Office of Education, the Fontana Unified School District, the Orange County Sheriff Department, and the Riverside and Alvord Unified School Districts.

City staff conducted a survey of the costs of 50 Southern California agencies that provide crossing guard services. Of those agencies, 30 responded. The City's proposed contract cost is an average 10% lower than responding agencies.

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 23256.

### **Scope of Service**

Under the City's direction, ACMS will continue to assume complete responsibility for all aspects of the day-to-day operation and management of the City's Crossing Guard Program, including administrative and field operations, to serve the Alvord and Riverside Unified School Districts as well as two parochial schools. The funding for crossing guards is provided entirely by the City. In an effort to manage General Fund expenses, the City has notified both school districts that until further notice, the City does not have funding available for the summer school crossing program. Should one or both districts identify funding or modify their year round schedule to meet the available budget, the City's contractor will be available to provide those services.

Crossing guards are typically stationed near elementary schools as prioritized based on City's Traffic Engineering assessments based on available City funding. The school districts make the final decision where the guards are stationed given the allocated number of guards.

## **FISCAL IMPACT:**

The fiscal impact of this action is \$4,966,042. Sufficient funds for FY 2019/20 are included in Public Works' Non-Departmental Crossing Guards Professional Services account number 7241500-421000.

Prepared by: Kris Martinez, Public Works Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Agreement
2. RFP Award Recommendation
3. Presentation