



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: NOVEMBER 18, 2025**

FROM: PUBLIC WORKS DEPARTMENT **WARD: 1**

SUBJECT: APPROVE A PROFESSIONAL CONSULTANT SERVICE AGREEMENT FOR REQUEST FOR PROPOSAL NO. 2429 FOR THE PLANNING AND DESIGN OF THE SOUTH MAIN STREET COMPLETE STREET PROJECT, TO CHEN RYAN ASSOCIATES, INC., DBA CR ASSOCIATES, OF LOS ANGELES, CALIFORNIA, FOR A THREE (3) YEAR TERM THROUGH JUNE 30, 2028, IN THE AMOUNT OF \$868,732

ISSUE:

Approve a Professional Consultant Service Agreement for Request for Proposal No. 2429, for the planning and design of the South Main Street Complete Street Project with Chen Ryan Associates, Inc., dba CR Associates, of Los Angeles, California, for a three (3) year term through June 30, 2028, in the amount of \$868,732.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Service Agreement for Request for Proposal No. 2429, for the planning and design of the South Main Street Complete Street Project with Chen Ryan Associates, Inc., dba CR Associates, of Los Angeles, California, for a three (3) year term through June 30, 2028, in the amount of \$868,732; and
2. Authorize the City Manager, or designee, to execute the Professional Consultant Services Agreement with Chen Ryan Associates, Inc., dba CR Associates, including making minor non-substantial changes, subject to availability of budgeted funds.

BACKGROUND:

On November 15, 2021, the Federal Infrastructure Investment and Jobs Act (IIJA) was signed into law by President Biden. Section 24112 of the (IIJA) established \$5 billion of discretionary funds for the United States Department of Transportation to appropriate over a five-year period from 2022 through 2026 under the Safe Streets for All (SS4A) Grant Program.

The purpose of the SS4A Grant Program is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development, refinement and implementation, focused on all users, including pedestrians, bicyclists, public

transportation users, motorists, personal conveyance and micro mobility users, and commercial vehicle operators.

On June 20, 2023, the City Council authorized staff to submit a grant application under the 2023 SS4A Grant Program.

On July 8, 2023, the Public Works Department submitted the highly competitive implementation grant application for the South Main Complete Streets Project and Citywide safety action plans.

On December 14, 2023, the City received the official 2023 SS4A Grant Award notification.

On February 6, 2024, the City accepted the 2023 SS4A Grant Program Award in the amount of \$11,104,807.

DISCUSSION:

On February 5, 2025, Request for Proposal No. 2429 (RFP 2429) was posted on PlanetBids seeking qualified consultants to provide planning and design services for the South Main Street Complete Streets Project (Project). The Project is located along Main Street from Third Street to SR-60 (Attachment 1).

The Project includes the following components: a new road diet (reduction in the number of travel lanes from 4 to 2) with zipper style parking, concrete sidewalks, pedestrian ramps, speed feedback signs, rectangular rapid flashing beacons, planters, and diagonal parking in the median (Figure 1).

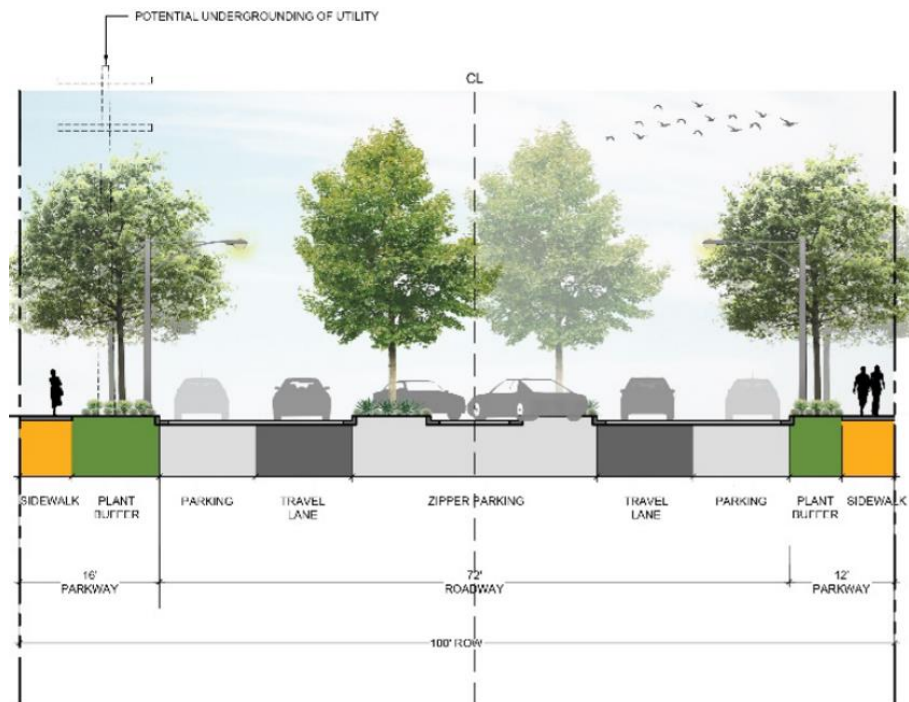


Figure 1: Anticipated Cross-Section

Source: Northside Neighborhood & Pellisier Ranch Specific Plan. Main Street south of 60 Freeway. Proposed cross-section with zipper parking.

The project is anticipated to reduce roadway speeds and increase parking opportunities for residents and business patrons along Main Street. Additional components of the grant application consist of high-visibility crosswalks and audible pedestrian push button within a half-mile radius of the Main Street project influence area (Attachment 2).

The recommended improvements are identified in the Local Roadway Safety Plan (LRSP), the Riverside P.A.C.T. Plan, Complete Streets Ordinance, and the Northside Neighborhood Pellisier Ranch Specific Plan. The proposed supplemental safety action planning components are consistent with the National Roadway Safety Strategies (NRSS) and align with the SS4A Grant Program Initiatives for Safer People, Safer Vehicles, Safer Speeds, Safer Roads and Post-Crash Care.

The Project services will be provided following the Federal Highway Administration (FHWA) guidelines and procedures for the SS4A Grant Program and will generally include the following:

SS4A Grant Project/Program Management

- Development of an integrated Project schedule, management plan, and cost controls.
- Advisory support and internal/external coordination for all Project phases.
- Recommend all FHWA studies and documents for the SS4A Grant Program.
- Organization, participation, and presentations at public meetings.
- Calculation of Disadvantaged Business Enterprise (DBE) goals per DBE procedures.

Project Approval and Environmental Document Phase (PA&ED)

- Preparation of all required environmental studies, reports, and documentation necessary for CEQA/NEPA approvals including re-evaluation of existing documents.
- Preparation of feasibility studies and design alternative assessments.
- Completion of a preliminary design including earthwork, roadway, structural, traffic, landscaping, and environmental impacts.
- Preparation of concepts for a Complete Streets design.
- Determine any Right-of-Way impacts

Plans, Specifications, and Estimates Phase (PS&E)

- Completion of final engineering construction plans including cross sections, technical specifications, and construction costs.
- Secure any required right-of-way impact documents.
- Quality Assurance/Quality Control review
- Advertisement support.
- Design support during construction and preparation of final record drawings.

Per the executed Project grant funding agreement with FHWA, Project construction is anticipated to be completed by October 2028. Therefore, Public Works is pursuing a professional consultant services agreement for a three (3) year term to complete the scope of services described herein. If the Project experiences any unforeseen delays, Public Works will return to City Council to request a contract extension with the selected consultant as identified in RFP 2429.

Upon releasing RFP 2429, a total of 603 City of Riverside vendors were notified. There was a total of one (1) addendum released, 18 questions were responded to, and the City did not host a pre-proposal meeting. On March 13, 2025, four (4) proposals were submitted in response to RFP

2429 and one (1) was deemed non-responsive. An evaluation committee comprised of three City staff members were assigned to evaluate all responsive proposals. On June 2, 2025, two (2) consultants were invited to participate in an in-person presentation to clarify their qualifications and to answer specific questions from the evaluation committee. Upon review of the cumulative evaluation results (Attachment 3), Chen Ryan Associates, Inc., dba CR Associates (CR Associates) was deemed the most qualified firm to provide the services requested for the Project. The evaluation results are summarized in Table 1.

Table 1 – Consultant Evaluation Summary

Rank	Proposer Name	Location	Round 1	Round 2	Total
1	CR Associates	Los Angeles, CA	923.33	476.67	1,400.00
2	Albert A. Webb Associates	Riverside, CA	905.83	441.67	1,347.50
3	TKE Engineering, Inc.	Riverside, CA	749.17	N/A	749.17
NR	JMDiaz, Inc.	City of Industry, CA	Non-Responsive		

Purchasing Resolution 24101 Section 508 states, “Contract procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that...(c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications...”

The Purchasing Manager concurs that the recommended action to award complies with Purchasing Resolution 24101.

FISCAL IMPACT:

The total fiscal impact of the agreement is \$868,732. The estimated total Project cost is \$1,050,000 and includes the Professional Consultant Services Agreement (Agreement), City Engineering, and Contingencies as itemized in Table 2. Sufficient funds are available in the expenditure accounts shown in Table 3 to award the Agreement and complete the Project.

Table 2 – Project Costs

Task	Amount
Public Works Engineering Staff (In House)	\$94,395
Agreement (CR Associates)	\$868,732
Contingencies	\$86,873
Total	\$1,050,000

Table 3 – Project Funds

Fund	Project/Program	Account	Amount
Capital Outlay - Grants	South Main St SS4A	9280827-440127	\$840,000
Measure A		9280830-440313	\$210,000
Total			\$1,050,000

Prepared by: Ed Lara, Engineering Manager
 Prepared by: Gilbert Hernandez, Public Works Director
 Certified as to
 Availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
 Approved by: Kris Martinez, Assistant City Manager

Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. South Main Street Complete Streets Location Map
2. High-Visibility Crosswalks and Audible Pedestrian Push Button Systems Location List
3. RFP Award Recommendation
4. Professional Consultant Services Agreement
5. Presentation