



DATE: April 16, 2025

TO: Mayor and Members of the City Council

FROM: John R. Gillison, City Manager

INITIATED BY: Jason Welday, Director of Engineering Services/City Engineer
Justine Garcia, Deputy Director of Engineering Services
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SUBJECT: Consideration of a Professional Services Agreement with Mark Thomas & Company, Inc. for the Creation of Safe Routes to School (SRTS) Suggested Routes Maps in the Amount of \$159,000, Including a 5% Contingency. (CITY)

RECOMMENDATION:

Staff recommends the City Council:

1. Approve and authorize the execution of a Professional Services Agreement with Mark Thomas & Company, Inc. for the completion of the Safe Routes to School (SRTS) Suggested Routes Maps in the amount of \$ \$151,270; and
2. Authorize a 5% contingency in the amount of \$7,570 to be released by the Director of Engineering Services as necessary for the completion of the project.

BACKGROUND:

In Fall 2024, the City was awarded a Pedestrian and Bicycle Safety Program Grant from the California Office of Traffic Safety (OTS). Its objectives included creating and updating walk, ride, and roll maps for the 31 public elementary and middle schools in Rancho Cucamonga. As part of the City's participation in the National Safe Routes to School Program (SRTS) to enhance student safety and promote active transportation, maps were created in 2008 and 2016 with similar parameters. This Project aims to update these materials and provide digital maps that identify safer routes for walking, bicycling, or rolling to schools.

Promoting safe walking, biking, and rolling with user-friendly maps advances the goals of PlanRC, by reinforcing the City's commitment to ensuring safety for all travel modes throughout the community. Indeed, the impacts of these strategies extend far beyond roadway safety alone. Fewer vehicles on the road translate to reduced greenhouse gas emissions and improved air quality conditions, increased physical activity leads to reduced rates of obesity and chronic diseases. Students are better prepared to learn when they engage in meaningful physical activity before school, fostering lifelong healthy habits. A better understanding of how to facilitate safer active modes of travel further reduces dependence on automobiles for short-range trips within the city and effectively promotes active transportation.

ANALYSIS:

The proposed grant project will continue to rejuvenate the Safe Routes to School Program (SRTS) by providing each school with a useful tool to facilitate safe walking, biking, and rolling.

In March 2025, a Request for Proposals (RFP) was released for consultant services for the completion of the Safe Routes to School Suggested Routes Maps. In total, three (3) qualified proposal responses were evaluated and rated in accordance with the criteria specified in the RFP. Mark Thomas & Company, Inc. was selected based on their previous experience with similar projects, their understanding of the project, clear approach, transparent timeline, and innovative solutions. This includes a preconfigured digital mapping tool that is focused and engaging, designed for seamless use on both web and mobile devices.

The scope of work to be performed includes the development of physical 2D maps as well as a digital tool, to ensure the maps are accessible and useful to a contemporary user. Each map will reflect local conditions and community input to ensure relevance and usability. Mark Thomas & Company, Inc. will also ensure education and training is provided for City staff to be able to easily update maps and the digital tool, as future changes to the road network are implemented in accordance with the City's General Plan (Plan RC) and implementation of Connect RC.

A copy of the Professional Services Agreement is on file with the City Clerk's Office.

FISCAL IMPACT:

The estimated cost for the proposed contract is \$159,000. The City is eligible for grant reimbursement for 100% of the contract costs from the Pedestrian and Bicycle Safety Program Grant from the California OTS. No matching contributions are required at this time. Appropriations to receive and expend the grant funds were approved by City Council on September 17, 2024, in the amount of \$200,000. A portion of those appropriated grant funds will cover the costs of the contract award to Mark Thomas. The rest of the appropriated grant funds have either already been in use or will continue to be expended for the remaining scope of work as outlined in the City's grant award agreement with OTS.

The City will be reimbursed from grant funds when invoices for eligible expenses are submitted to the grant administrator throughout the duration of the grant period.

COUNCIL MISSION / VISION / VALUE(S) ADDRESSED:

This Project addresses the City Council's core value of promoting and enhancing a safe and healthy community for all, as well as intentionally embracing and anticipating our future. It also incorporates working together cooperatively and respectfully with each other, staff, and all stakeholders.

ATTACHMENTS:

Attachment 1 – Scope of Work