



**Engineering Services Department  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732**

May 7, 2020

**SUBJECT: Request for Proposals – Safe Routes to School Coordinator**

You are invited to submit proposals to provide services for the Safe Routes to School Coordinator position as outlined herein and delineated in the enclosed Scope of Services. Proposals are due to the office of the City Engineer **before 4:00 P.M., Monday, June 1, 2020.**

**PROJECT REQUIREMENTS**

The City of Los Altos is soliciting proposals from consulting firms to provide professional services for the **Safe Routes to School Coordinator position** for the development and implementation of the City's Safe Routes to School Program.

The work includes developing and implementing a Los Altos Safe Routes to School (SRTS) Program, which should incorporate the SRTS best practices of other communities into the Los Altos SRTS Program. This work will require working with the City's staff, other consultants and stakeholders to help with the development of updated Suggested Routes to School maps, which are a component of the Complete Streets Master Plan that is currently being developed. A detailed scope of services for the project is outlined in the attached SCOPE OF SERVICES.

**TIME SCHEDULE**

A proposed timeframe for the project is defined in the attached SCOPE OF SERVICES. This schedule shall be developed with respect to the level of effort expected for each task.

**INSURANCE REQUIREMENTS**

The Coordinator (i.e., consultant) will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The City will also require Professional Errors and Omissions insurance acceptable to the City Attorney.

### **FEE SCHEDULE**

The City of Los Altos has a budget of \$60,000 for FY 2019/20 and \$60,000 for FY 2020/21 allocated to fund this position. Accordingly, the budget for each of the two years of service shall not exceed \$60,000 respectively.

The SRTS Coordinator shall develop a Fee Schedule, broken out by task, which includes the hourly rates and the level of effort for each member of the Coordinator's team. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The consultant should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task. The City will not pay the first 30 minutes of travel in each direction from the Coordinator's office.

### **PROPOSALS**

Please submit an electronic copy (i.e. PDFs) and two (2) hard copies of the proposal incorporating all requirements set forth in the RFP. Please define the proposed work and your approach with building and implementing a SRTS Program in the form of Exhibit "A" to your proposal. The consultant's fee proposal shall be submitted in a separate sealed envelope in the form of Exhibit "B", for the hard copy, and in a separate PDF in the electronic copy.

The City will select a Coordinator based upon the qualifications and experience demonstrated in the proposal and interview with City staff, along with reference checks. If the City and Coordinator cannot agree upon a Fee Schedule that accomplishes the City's objectives, then the City will select the second ranked Coordinator and similarly negotiate a Fee Schedule that accomplishes the services delineated in the RFP. The Coordinator must be ready to execute a standard Agreement for Professional Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response of this RFP will be included as part of the Agreement with the selected consultant.

The City hopes to execute an agreement by June 30, 2020.

If you need assistance or have questions, please call me at (650) 947-2603 or email me at [afairman@losaltosca.gov](mailto:afairman@losaltosca.gov).

Sincerely,



Aida Fairman, P.E., QSP/QSD, M. ASCE  
Engineering Services Manager

Enclosures:

- (1) Scope of Services, dated May 7, 2020
- (2) Agreement for Professional Services (draft version)