



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 3, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
TATIANA HOLDEN, P.E., PUBLIC WORKS DEPUTY DIRECTOR
TRA'A BEZDECNY, ASSISTANT ENGINEER**

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR SCHOOL CROSSING GUARD SERVICES WITH A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$755,864 (INCLUDING A 10% CONTINGENCY) FOR THREE YEARS EXPIRING ON JUNE 30, 2027, WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS, AT THE DISCRETION OF THE CITY MANAGER

MEETING DATE: JUNE 12, 2024

SUMMARY RECOMMENDATION:

Staff recommends that City Council approve a professional services agreement (PSA) with All City Management Services for the City's administration of crossing guard services with a total contract amount not-to-exceed \$755,864 (including a 10% contingency) for three years expiring on June 30, 2027 with the option to renew for two additional one-year periods, at the discretion of the City Manager.

BACKGROUND:

The City's Public Works Department is responsible for managing the crossing guards at roadway intersections near Las Virgenes Unified School District

(LVUSD) schools located within the City limits. Crossing guards are utilized at 11 locations across six schools.

The current contract with All City Management Services is set to expire on June 30, 2024. The City released a Request for Proposals (RFP) for school crossing guard services for an initial contract term of July 1, 2024 to June 30, 2027. The RFP posting period was April 8th – May 9th, 2024, and staff received two proposals from All City Management Services (ACMS) and OPS Inc. Security Services (OPS).

DISCUSSION/ANALYSIS:

The RFP required that proposers submit a staffing plan, organization chart for the project team, description of the company's background and experience in providing crossing guard services, references, and qualifications of the company and proposed consultant staff. In their proposals, prospective companies were asked to address each item in the scope of services stated in the RFP. The scope of services includes: rendering a full-service program of crossing guards for the City's 11 locations; recruiting, selecting, and employing crossing guards and alternate crossing guards; providing a program manager and field supervisors who will meet with City staff at least three (3) times per year; and providing the crossing guards with the necessary equipment.

The two proposals were reviewed by staff and evaluated for criteria including approach and deliverables, experience and qualifications of the company, operational resources, and cost. Proposals were also reviewed for responsiveness and completeness. Based on the evaluation of the proposals, staff determined ACMS to be the best qualified company for this contract.

Approach and Deliverables:

Proposers were scored on their response to each of the tasks identified in the Scope of Services. These tasks include staffing qualified crossing guards and supervisors and furnishing the required equipment for crossing guard staff to complete their duties. Evaluators determined that ACMS had a better understanding of the needs of the contract than OPS.

Experience and Qualifications:

ACMS, as the incumbent contractor for these services, is familiar with the requirements of the city and has existing staffing who are familiar with their respective locations. OPS does not have current experience with crossing guards. Therefore, ACMS received a perfect score while OPS received a lower score.

Operational Resources:

Both companies were found to be financially stable and had the appropriate operational resources necessary to complete the contract.

Cost:

For this RFP, staff requested proposers to determine the hours necessary to complete the contract and to provide an hourly cost for the crossing guards. The difference between the hours and rate can be seen in Table 1, and ACMS will cost the City significantly less than OPS. Note that the total number of annual hours provided by ACMS averages to approximately three hours per day for 180 school days annually.

Table 1. Proposed Fee Summary Comparison

Contract Year	ACMS		OPS	
	Rate	Hours/Year	Rate	Hours/Year
1	\$ 35.21	6,138	\$ 400.00	2,700
2	\$ 37.30		\$ 400.00	
3	\$ 39.44		\$ 400.00	
3-Year Base Contract	\$ 687,149.10		\$ 3,240,000.00	

Note that the total award request is \$755,864, which includes a 10% contingency. During the 2023-2024 instructional year, A.C. Stelle expressed the need for an additional crossing guard, stating that one crossing guard was not sufficient given the traffic volume and driver habits. In response to the request, Public Works staff visited the school area, specifically the intersection of Mulholland Highway and Paul Revere Drive, on several occasions at the drop-off and pick-up times to observe traffic volumes and patterns. Traffic was observed to be heavy, mainly during the afternoon pick-up, but occasionally at the morning drop-off. An additional crossing guard may be needed, but staff cannot say for certain that an additional crossing guard would entirely alleviate the school's concern. Therefore, staff is proposing to add a 10% contingency to this contract so that an additional crossing guard can be deployed when needed. Staff would initially supply two crossing guards near A.C. Stelle for the first several weeks of the 2024-25 school year, when traffic tends to be the heaviest, and then scale back to one crossing guard. If safety concerns persist, then the 10% contingency would be sufficient to supply two crossing guards at the Mulholland Highway/Paul Revere Drive intersection for the entire school year.

Determination:

ACMS was determined to be most qualified proposer and also provided the best value to the City. Their experience with providing crossing guard services to other cities in Southern California and to the City of Calabasas along with their lower cost made them the better choice.

FISCAL IMPACT/SOURCE OF FUNDING:

Funding for the crossing guard program comes from the City's Intergovernmental Relations funds and is funded by the General Fund.

REQUESTED ACTION:

Staff recommends that City Council approve a professional services agreement (PSA) with All City Management Services for the City's administration of crossing guard services with a total contract amount not-to-exceed \$755,864 (including a 10% contingency) for three years expiring on June 30, 2027 with the option to renew for two additional one-year periods, at the discretion of the City Manager.

ATTACHMENTS:

Attachment A: Professional Services Agreement with All City Management Services