



CITY OF POMONA COUNCIL REPORT

October 4, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Rene Guerrero, Public Works Director

SUBJECT: ADOPT A RESOLUTION AMENDING THE FY 2021-22 OPERATING BUDGET BY UNAPPROPRIATING \$20,000 OF GENERAL FUNDS FROM 101-2530-52285-00000 AND AMENDING THE CAPITAL IMPROVEMENT (CIP) BUDGET BY APPROPRIATING \$20,000 OF GENERAL FUNDS TO CIP PROJECT "LOCAL ROADWAY SAFETY PLAN (LRSP)," PROJECT NO. 428-2590-XXXXX-68570; AND AWARD AN AGREEMENT TO KOA CORPORATION FOR PREPARATION OF THE LOCAL ROADWAY SAFETY PLAN (LRSP)

RECOMMENDATION: It is recommended that the City Council take the following actions:

- 1) Adopt the following Resolution:

RESOLUTION NO. 2021-121 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FY 2021-22 OPERATING BUDGET BY UNAPPROPRIATING \$20,000 OF GENERAL FUNDS FROM 101-2530-52285-00000 AND AMENDING THE CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET BY APPROPRIATING \$20,000 OF GENERAL FUNDS TO CIP PROJECT "LOCAL ROADWAY SAFETY PLAN (LRSP)," PROJECT NO. 428-2590-XXXXX-68570

- 2) Award a Professional Services Agreement to KOA Corporation in the amount of \$106,927 for the preparation of the Local Roadway Safety Plan; and
- 3) Authorize the City Manager or designee, to execute the agreement and any subsequent amendments.

EXECUTIVE SUMMARY: Approval of the Resolution (Attachment No. 1) will fully fund "Local Roadway Safety Plan (LRSP)," Project No. 428-2590-XXXXX-68570 for the award of a professional services agreement to KOA Corporation for the preparation of the Local Roadway

Safety Plan (LRSP). The LRSP provides a framework to identify, analyze, and prioritize roadway and safety improvements.

FISCAL IMPACT: There is available funding in the General Fund (Acct. No. 101-2530-52285-00000) to appropriate \$20,000 to “Local Roadway Safety Plan (LRSP),” Project No. 428-2590-XXXXX-68570. Although this project was awarded the maximum of \$72,000 of HSIP funds to prepare the LRSP, the City is responsible to fund the remaining portion of the contract amount. The recommended Council action will appropriate \$20,000 to this project to prepare the required LRSP. The following table summarizes the fiscal impact of this action:

| Project / Funding | “Local Roadway Safety Plan (LRSP),” Project No. 428-2590-XXXXX-68570 |
|--|---|
| Beginning Budget | \$100,000 |
| Appropriation from General Fund | \$20,000 |
| Revised Budget | \$120,000 |
| Award of Agreement to KOA Corporation | (\$106,927) |
| Encumbrances / Expenses as of September 15, 2021 | (\$159) |
| Available Funds | \$12,914 |

PREVIOUS RELATED ACTION: On January 27, 2020, Council authorized the submittal of a funding application to the California Department of Transportation (Caltrans) for the preparation of a Local Roadway Safety Plan (LRSP).

On November 16, 2020, Council approved an appropriation of \$28,000 of General Funds, partially funding CIP Project “Local Roadway Safety Plan (LRSP),” Project No. 428-2590-XXXXX-68570 from the unfunded traffic projects list.

On May 17, 2021, Council amended the FY 2020-21 CIP Budget by appropriating \$72,000 of HSIP funds to the CIP Project “Local Roadway Safety Plan (LRSP),” Project No. 428-2590-XXXXX-68570.

DISCUSSION: On November 21, 2019, Caltrans released applications for the Highway Safety Improvement Program (HSIP) grant funding for the preparation of a LRSP. There is a total of \$10 million from the HSIP set aside and exchanged for state funds to assist local agencies developing their safety plans. Each applicant may receive up to \$72,000. The LRSP grant requires a minimum of a 10% local match. On November 16, 2020, City Council approved an appropriation of \$28,000 of General Funds that will serve as the 10% local match. On February 2, 2021, Staff received notice that the Department of Transportation awarded \$72,000 of HSIP funds for the Preliminary Engineering (PE) phase (Safety Analysis) for the project to begin. On May 17, 2021, Council approved the appropriation of \$72,000 of HSIP funds to the CIP Project.

The approved scope of work is to ensure existing school zones and safe routes to school are in compliance with the latest CA MUTCD. In the past few years, the Pomona Unified School District (PUSD) has constructed new school buildings. Some access points and drop-off areas

were modified due to the new construction. The LRSP will help prepare updated plans to maximize safety, assist with compliance enforcement, provide proper notifications for motorists, and accommodate the smooth transition of children, parents, and staff to and from school.

The LRSP provides a framework to identify, analyze, and prioritize roadway and safety improvements. It offers a proactive approach to addressing safety needs and demonstrates agency responsiveness to safety challenges.

On July 6, 2021, the City of Pomona released the LRSP RFP #2021-PW2. A total of 433 vendors were notified. The City received a total of five (5) bids. An evaluation committee comprised of staff evaluated and ranked the proposals as follows:

| Firm | Proposal Scores |
|-------------|------------------------|
| KOA | 189 |
| Kimley Horn | 176 |
| TJKM | 173 |
| HR Green | 170 |
| Minagar | 164 |

The detailed scope of services and fee proposal were reviewed and negotiated with KOA Corporation for completeness and appropriateness. The negotiated scope and fee are reasonable and commensurate with the level of services to be provided. Therefore, it is recommended that Council award an agreement to KOA Corporation in the amount of \$106,927 to prepare the Local Roadway Safety Plan.

COUNCIL PRIORITIES & GOALS: This item supports the 2019-2020 City Council Priority 1: Fiscal and Operational Responsibility – Goal B: Improve efficiency and effectiveness of City Services to businesses and residents.

Prepared by:

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ATTACHMENT(S):

Attachment No. 1 – Resolution No. 2021-121