

Agenda Report

January 12, 2015

TO: Honorable Mayor and City Council

FROM: Human Services and Recreation Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH ALL-CITY MANAGEMENT SERVICES, INC. TO PROVIDE CROSSING GUARD SERVICES IN AN AMOUNT NOT TO EXCEED \$435,744

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002(F) "Contracts for professional or unique services," with All-City Management Services, Inc. for crossing guard services in a total amount not to exceed \$435,744 from February 1, 2015 through June 30, 2017; and,
3. Authorize the City Manager to have the option to extend the agreement for two additional one-year terms, for an amount not to exceed \$175,000 each year.

BACKGROUND:

Prior to 1998, City staff hired by the Pasadena Police Department provided crossing guard services citywide. Since 1998, the City has funded crossing guard services for the Pasadena Unified School District (PUSD) at various school sites to promote safety on streets near designated elementary schools throughout Pasadena. All-City Management Services, Inc. (ACMS) was selected and hired by PUSD to provide these services on a contract basis. In 2003 the City took over responsibilities from PUSD to administer the crossing guard contract and ACMS was retained as the service provider for the duration of the contract period which ended on June 30, 2005. The City entered into

another contract with ACMS which ended on June 30, 2008 but decided to amend the contract in its last year.

On June 23, 2008, the City Council authorized a contract (#19659) without competitive selection based on best interests of the City pursuant to Pasadena Municipal Code Section 4.08.049 (B). The contract was with ACMS to provide crossing guard services for a period of one year for an amount not to exceed \$170,000 and allowed up to four additional one year extensions, subject to the approval of the City Manager. The contract had expired but in July 2014, the City Council approved a retroactive agreement with ACMS that ends January 30, 2015. That action resulted in the total contract amount that does not exceed \$245,034. It was agreed that staff would undertake a competitive selection process to select a proposer prior to the expiration of the contract.

In November 2014, the Human Services and Recreation Department issued the Crossing Guard Services Request for Proposals. The scope of work in the proposed contract includes recruitment of guards; screening of guards according to established criteria, including background clearance; initial and ongoing classroom and field training; supplying basic equipment; management of staff and the program; and communicating with schools. Crossing guard services will continue to be provided at sites designated by the City of Pasadena and PUSD. Crossing guard locations are selected based on factors such as volume of traffic and pedestrians at times when children are coming to and from designated school sites. The proposed contract provides crossing guard services at 16 PUSD school sites during the school year. This includes an additional site at Blair which was added in January 2015 due to pedestrian safety issues. Attachment A lists the schools and intersections for the crossing guards.

A total of three proposals were received by the deadline. A review committee consisting of representatives from PUSD, Pasadena Department of Transportation and Pasadena Human Services & Recreation Department unanimously recommended All-City Management Services, Inc.

Following are the proposers, city of origin, and score:

<i>Proposer</i>	<i>Location of Office</i>	<i>Raters' Score</i>
All-City Management Services, Inc.	Santa Fe Springs, CA	74/100
Alltech Industries, Inc.	Monterey Park, CA	46/100
CEED Security Corp.	Los Angeles, CA	40/100

With almost 30 years of experience, ACMS is exclusively focused on providing crossing guard services and therefore has developed a strong organizational capacity and track record. ACMS' proposal demonstrates an understanding of the requirements of the scope of work as well as the capacity to implement the required work. Their proposal articulates strong training and clear protocols as well as quality assurance. ACMS serves over 150 cities, counties and school districts. Clients include Los Angeles

County Office of Education and the Cities of Anaheim, Glendale, Arcadia and San Marino. ACMS has complied with performance goals and milestones outlined in the current contract and properly notified City staff when schedule or personnel changes were warranted.

These crossing guard services are complemented by a comprehensive series of traffic safety measure designed to promote school area pedestrian safety. Measures used to address safety include warning signs and street markings, variable speed limit signs (e.g. "25 mph when children are present" street sign), flashing yellow beacons, stop signs, removing visibility obstructions, and parking controls and curb-use zones among other measures.

COUNCIL POLICY CONSIDERATION:

This action would support the City Council's strategic planning goals of ensuring public safety, promoting quality of life, and improving mobility and accessibility throughout the City of Pasadena.

ENVIRONMENTAL ANALYSIS:

The proposed action is a contract with All-City Management Services, Inc. for crossing guard services. This action has been determined to be exempt from the CEQA process pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question, such as contracting for crossing guard services, may have a significant effect on the environment, the activity is not subject to CEQA. This action does not have the potential for causing a significant effect on the environment and is therefore exempt from CEQA per Section 15061(b)(3) (General Rule).

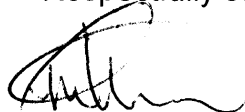
FISCAL IMPACT:

The cost of this action will be \$435,744 for the proposed contract from February 1, 2015 through June 30, 2017 excluding the possible two one-year optional extensions. Funding for this action will be addressed by the utilization of existing budget appropriations in account 8114-101-644500/Crossing Guard Program. It is anticipated that through this contract \$76,800 of the cost will be spent during the current fiscal year; these funds have already been appropriated. The remainder of the costs will be spent over the next four fiscal years, including 2 one-year optional extensions, and will be included in respective recommended operating budgets.

	Amount
FY 14	\$158,958
FY 15	\$162,875
FY 16	\$177,504
FY 17	\$181,440

In FY 2014, the City paid \$158,958 for crossing guard services. FY 2015, the current period, the contract amount is \$162,875, which includes \$86,075 approved by Council through January 2015 and anticipated costs of \$76,800 for the balance of the fiscal year. The hourly rate has increased by 11.9% from FY 2014 to FY 2015. Moreover, an additional crossing guard site at Blair was added on January 6, 2015. This additional site contributes to the increased cost of the contract.

Respectfully submitted,



MERCY SANTORO

Director

Human Services & Recreation Department

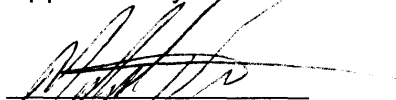
Prepared by:



Susan Kim

Management Analyst

Approved by:



MICHAEL J. BECK

City Manager

Attachment: (1)

Attachment A – List of PUSD School Crossing Guard Sites