



## Staff Report

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File #: REPORT 19-0532, Version: 1

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of August 27, 2019**

**AWARD OF CONTRACT WITH TUMBLEWEED TRANSPORTATION FOR THE DAILY BUS  
TRANSPORTATION FOR THE STAR EDUCATION KINDERGARTEN PROGRAM**

(Community Resources Manager Kelly Orta)

**Recommended Action:**

Staff recommends that the City Council:

1. Award a two-year contract with an option to extend one additional year with Tumbleweed Transportation for daily bus transportation for the STAR Education Kindergarten program, commencing with the 2019-2020 school year, in the amount of \$36,000;
2. Appropriate an additional \$4,500 in Proposition A Transportation Funds to the Community Resources Star Education Program Shuttle Account; and
3. Authorize the Mayor to execute the contract and the City Clerk to attest, subject to approval by the City Attorney.

**Executive Summary:**

In July 2015, the City entered into a lease agreement with STAR Education to provide daily daycare services and enrichment programming for children attending kindergarten in the Hermosa Beach City School District (HBCSD). Because this program takes place at the Community Center, there is a need to transport participants from the Community Center to View School, and back. In July, the City issued a Request for Proposal (RFP) for this daily transportation service and received a proposal from Tumbleweed Transportation, which is the service provider that provided these transportation services in the 2018-2019 school year. Staff recommends the award of contract to Tumbleweed Transportation for a two-year term, commencing with the 2019-2020 HBCSD school year, with an option to extend one additional year at the discretion of the City.

**Background:**

In July 2015, the City entered into a lease agreement with STAR Education, a Los Angeles-based non-profit organization, to utilize Classroom 7 of the Community Center to provide daycare services and enrichment programming for children attending kindergarten in the HBCSD, specifically at View School. Due to impacted enrollment, HBCSD transitioned its kindergarten program from full-day to half-day. Therefore, the STAR Education program was needed to fill the gap in care opposite of when children are attending the district's kindergarten program. The offering of this program has been highly beneficial for a number of families, with approximately 30 children enrolled in each session-

morning and afternoon. The current lease agreement that supports this program is scheduled to expire in July 2020.

Because the STAR Education program takes place at the Community Center, there is a need to transport participants from the Community Center to View School, and back. Since its inception in Hermosa Beach, the City has provided this daily bus transportation with a variety of transportation service providers. Beginning in the 2017-2018 school year, Tumbleweed Transportation provided bus transportation services for the STAR Education program on a month-to-month basis. Following a formal Request for Proposal (RFP) process, the City entered into a one-year agreement with Tumbleweed Transportation to provide this transportation service for the program commencing with the 2018-2019 school year. Tumbleweed has provided this service in a professional and satisfactory manner and has provided safe buses, professional drivers, and punctuality on a daily basis. This agreement expired on June 21, 2019; it is not needed during summer vacation months.

In July 2019, staff issued an RFP for this daily transportation service commencing with the 2019-2020 school year, sharing the RFP directly with at least four bus transportation companies. Tumbleweed Transportation provided the only response to the RFP. Considering last year's satisfactory service as well as qualified and positive reference checks, staff recommends the award of contract to Tumbleweed Transportation for the upcoming 2019-2020 school year.

## **Discussion:**

### **STAR Education Program**

The STAR Education program runs daily from 7:00am-3:00pm on all days when View School is in session. It is a state-licensed childcare program that includes highly trained and CPR certified staff. The program includes a theme-based curriculum that incorporates S.T.E.A.M. (Science, Technology, Engineering, Art, and Math), music, dance, storytime, fitness, and a variety of additional enrichment opportunities. Registration for the program is processed independent of the City and is directly between program participants and STAR Education.

### **Tumbleweed Transportation**

Tumbleweed Transportation provides transportation services for a variety of school districts and independent schools including ongoing services for:

- Torrance Unified School District for field trips and transportation for athletic trips.
- Beverly Hills Unified School District for field trips and transportation for athletic trips.
- Brentwood School in Los Angeles.

As previously stated, the City of Hermosa Beach has been utilizing the services of Tumbleweed Transportation throughout the last two school years and remains confident in its ability to continue providing an acceptable level of service for STAR Education program participants.

### Term Length

Due to the satisfactory relationship with Tumbleweed Transportation, staff recommends a two-year term, commencing with the 2019-2020 HBCSD school year, with an option to extend one additional year at the discretion of the City.

### Cost

The daily cost for this service is proposed at \$200. For the upcoming 2019-2020 school year, the total annual cost will be \$36,000. The daily cost for years two and three of the agreement would not increase by more than seven percent annually due to fuel costs; and increases to insurance rates and personnel costs. The 2019-20 Adopted Budget includes \$31,500 for this program shuttle; therefore, an appropriation of \$4,500 in Proposition A Transportation Funds is necessary.

### General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

- Mobility Goal 3. Public rights-of-way supporting a multimodal and people-oriented transportation system that provides diversity and flexibility on how users choose to be mobile.
  - *3.5 Incentivize other modes* - Incentivizing local shuttle/trolley services, rideshare and car share programs, and developing infrastructure that support low carbon (e.g. electric) vehicles.
- Mobility Goal 7. A Transportation system that results in zero transportation-related fatalities and which minimizes injuries.
  - *7.4 Traffic safety programs* - Prioritize traffic safety programs oriented towards safe access to schools and community facilities that focus on walking, biking and driving in school zones.

### Fiscal Impact:

The total cost for this service for the upcoming 2019-2020 school year is \$36,000, charged at \$200 per day. Annual rates for years two and three of this contract will not increase by more than seven percent. The 2019-20 Adopted Budget includes \$31,500 for this program shuttle; therefore, an appropriation of \$4,500 in Proposition A Transportation Funds is necessary.

### Attachments:

1. Tumbleweed Transportation Proposal
2. Draft Agreement

**Respectfully Submitted by:** Kelly Orta, Community Resources Manager

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager