

Agenda Report

January 25, 2016

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACT WITH MAINTENANCE DESIGN GROUP (MDG) FOR PROFESSIONAL SERVICES FOR DESIGN OF THE PASADENA TRANSIT OPERATIONS AND MAINTENANCE FACILITY FOR AN AMOUNT NOT TO EXCEED \$1,813,087, AND APPROVE A JOURNAL VOUCHER APPROPRIATING \$585,000 TO THE PROJECT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 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 Maintenance Design Group (MDG) for architectural and engineering services for the Transit Operations and Maintenance Facility (TOMF) Project in an amount not to exceed \$1,813,087; and
3. Approve a journal voucher appropriating \$585,000 to the TOMF Project from the Traffic Reduction and Transportation Improvement Fee Fund (313).

BACKGROUND:

The proposed project is to construct a Transit Operations and Maintenance Facility to support the operations of the Pasadena Transit fixed route services and Pasadena Dial-A-Ride paratransit services. The proposed facility will be situated on a 33,410 square foot commercial land parcel located at 2180 East Foothill Boulevard. This property is owned by the City of Pasadena and is zoned Commercial General (CG). The site houses a

vacated 4,452 square foot restaurant building and has been temporarily modified to house the Pasadena Fire Department.

Pasadena's fixed-route Pasadena Transit system currently has six routes with 16 vehicles operating during the peak period. The total fleet size is 25 total fixed-route buses. The facility will also support the operations and maintenance of the City of Pasadena's Dial-A-Ride paratransit services that currently has 11 vehicles that serve Pasadena, San Marino, and the unincorporated areas of Altadena, East San Gabriel, Kinneloa, and Chapman Woods. The proposed facility is centrally located in both the fixed-route and paratransit service areas.

In Fiscal Year 2017, the fixed-route fleet is expected to grow to 29 vehicles, and the paratransit fleet will be expanded to include two revenue service minivans. Also, the contractor operating the fleet provides road supervision vehicles and a maintenance truck.

The Department of Public Works issued a Request for Proposals (RFP) for Architectural and Design Services on July 15, 2015. The City received five proposals on August 19, 2015 in response to the RFP. Below is a list of the proposers:

Firm	Location	
Maintenance Design Group	Pasadena	Short-listed
GKKworks	Pasadena	
HOK	Los Angeles	
WLC Architects, Inc.	Rancho Cucamonga	Others
Kennard Design Group	Los Angeles	

Based on the evaluation procedures and criteria specified in the RFP, the firms were scored and ranked by the selection committee. The top three ranked consulting firms were interviewed by the evaluation committee on Thursday, October 29, 2015. Attachments B, C and D contain a summary of the proposal, interview and final scoring. Maintenance Design Group, a Pasadena-based firm, is the top-rated proposer and recommended for award of the architectural and design services contract.

Maintenance Design Group has extensive experience in the design and construction of maintenance facilities as well as managing community engagement, which are key elements of this project. Maintenance Design Group has provided transportation operations and maintenance facility design services to various local public agencies including the Cities of Arcadia, Glendale, and Los Angeles. It is recommended the City enter into contract with Maintenance Design Group for an amount not to exceed \$1,813,087.

Currently, the project is funded through design and entitlement stages (Phase 1). Once Phase 1 is completed, a more accurate and detailed estimate of construction costs can be determined (Phase 2). The scope of services and proposed fee schedule is broken down into design services in Phase 1 and supplemental fee services in Phase 2.

It is anticipated that design and entitlements of the project will be completed in the winter of 2017. Concurrently while the design is being completed, staff will seek grant opportunities to fund the remaining phases of the project. Once full funding for the permitting and construction phases is secured, the proposed construction duration would be approximately 18 months.

The proposed contract will be set up as followed:

Base Architectural and Engineering Fees	\$ 1,403,904
Supplemental Arch. and Eng. Fees	\$ 409,183
Contract "Not to Exceed" Amount	\$ 1,813,087

COUNCIL POLICY CONSIDERATION:

This project supports the City Council's goals to improve, maintain and enhance public facilities and infrastructure. It also supports the Public Facilities and Land Use and Mobility Elements of the General Plan.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines section 15061 (b) (3). The contract is covered by 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 may have a significant effect on the environment, the activity is not subject to the provisions of CEQA. This contract would retain a consultant for professional design services only. As part of the contract scope of services, the Architect will prepare all California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents pertaining to this project.

FISCAL IMPACT:

The cost of this contract is \$1,813,087 and the total cost of this action will be \$2,085,000 including Public Works project management. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Construction of Transit Operations and Maintenance Facility CIP project (budget account 75707) which has a current balance of \$1,500,000. The additional project funding of \$585,000 will come from an appropriation from the Traffic Reduction and Transportation Improvement Fee Fund (313), which has a balance of \$1,157,000. The project budget is currently estimated at \$15 million; however, this estimate will be finalized after the concept design phase. The funding needs to be identified and appropriated prior to the award of the construction contract.

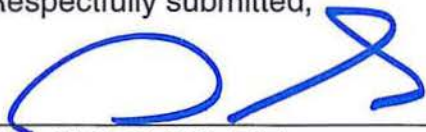
The following table presents a summary of the sources of funds that will be used:

Traffic Reduction and Transportation Fee	\$ 2,085,000
Total Sources	\$ 2,085,000

The following table represents the design cost summary:

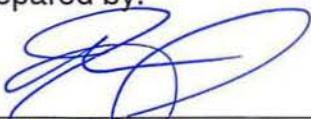
Base Architectural and Engineering Fees	\$ 1,403,904
Supplemental Arch. and Eng. Fees	\$ 409,183
Contingency Allowance (5%)	\$ 90,654
Administration Costs (10%)	\$ 181,259
Total Fiscal Impact	\$ 2,085,000

Respectfully submitted,




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Director of Public Works

Prepared by:




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Concurrence:



FREDERIC C. DOCK, AICP, P.E.
Director of Transportation

Approved by:



MICHAEL J. BECK
City Manager

- Attachment A – Removed
- Attachment B – Consultant Proposal Scoring
- Attachment C – Consultant Interview Scoring
- Attachment D – Consultant Final Ranking
- Attachment E – Facility Design Renderings