

Agenda Report

October 22, 2001

TO: City Council
THROUGH: EDTECH
FROM: Pasadena Center Operating Company (PCOC)
SUBJECT: Actions on Pre-Development Plan for Pasadena Conference Center Expansion.

RECOMMENDATION:

It is recommended that the City Council authorize the procurement of \$1,000,000 in short-term financing on behalf of the PCOC from the city, whichever is most cost-effective. These funds are to be used for pre-development expenses on the Pasadena Conference Center Expansion. It is also recommended that the City Council authorize the PCOC to enter into Agreements with Daniel, Mann, Johnson, Mendenhall, Holmes and Narver for an amount not to exceed \$200,000 for pre-development program management services and with Zimmer, Gunsul, Frasca Partnership for an amount not to exceed \$600,000 for architectural design services.

BACKGROUND:

The PCOC Board of Directors has been studying the feasibility of an expansion to the Pasadena Conference Center. Based upon the favorable findings of the feasibility study, the Board would like to proceed with the pre-development phase of the project, which includes the procurement of a project management consultant, and a design architect. The pre-development phase is necessary to finalize the feasibility study by completing necessary design and approval processes in order to define the full scope of the project.

The \$1,000,000 in short-term financing will be repaid on an interest only basis from PCOC operational funds. There are "pre-expansion" funds in the approved PCOC budget that would be used for these payments. When final determination on the expansion project is made, the loan will either be repaid through the bond issue if the project moves forward, or converted into a fully amortized loan if the project is not approved. That loan amount will be repaid through PCOC operational funding and will become part of the annual budget.

The overall pre-development budget is as follows:

Project Management Consultant	\$200,000
Architectural Services	\$600,000
EIR and other consultants	<u>\$200,000</u>
Total	\$1,000,000

The design architect scope of work will be to provide services up to and including schematic design.

The project management consultant will assist the PCOC in the coordination of the EIR, the architect through the schematic design process and the review and approval processes of the city and other necessary agencies.

The PCOC developed and mailed a Request for Qualifications (RFQ) for Program and Construction Management Consulting to four (4) firms. In response to the RFQ, one (1) response was received. The other firms declined to respond due to other business demands and the size of the project. It was determined by the PCOC Board, that the responding firm, DMJMH&N was highly qualified to perform the scope of work and they were selected.

The PCOC also developed and mailed a Request for Qualifications (RFQ) for Architectural Design Services to eight (8) firms. Six (6) responses were received.

Each submittal was subject to the City of Pasadena's competitive selection process and evaluated based on the proposal evaluation criteria stated in the RFQ. The criteria include: 1) understanding of project; 2) ability to perform scope of work; 3) description of firm; 4) key personnel; 5) relevant experience; 6) current work load; 7) references; and 8) local Pasadena preference. Below is a summary of the evaluation:

Competitive Process Summary

Firm	Understanding of Project (1-6)	Ability to Perform Scope of Work (1-6)	Description of Firm (1-6)	Key Personnel (1-6)	Relevant Experience (1-6)	Current Work Load (1-6)	References (1-6)	Local Pasadena Preference (1-6)	Average Score 1 = Best
Fields, Devereaux	6	4	6	5	6	6	6	6	5.6
Fentress, Bradburn	2	3	1	2	2	1	2	6	2.4
Gonzales, Goodale	5	6	4	6	5	5	5	1	4.5
HMC Group	4	5	5	4	4	3	4	1	3.7
LMN/WWCOT	3	2	2	1	1	2	1	6	2.3
Zimmer, Gunsul, Frasca	1	1	3	3	3	4	3	6	3.0

Based on the final average score, Zimmer, Gunsul, Frasca (ZGF), LMN/WWCOT and Fentress Bradburn were short-listed and asked to give formal presentations for final selection. The formal presentations included an oral presentation by each firm, and a series of twelve (12) questions asked of each firm. Based on their oral presentation and answers to the prepared questions, the firms received a final ranking. Below is a summary of the Ranking:

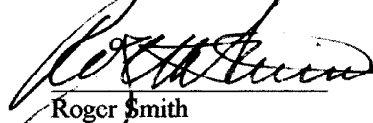
Zimmer, Gunsul, Frasca	LMN/WWCOT	Fentress, Bradburn
1	2	3

Based on their final ranking, the PCOC entered into negotiations with the number one (1) ranked firm, Zimmer, Gunsul, Frasca (ZGF). The PCOC is in agreement with ZGF on terms and conditions and they are within the budget established for the project.

FISCAL IMPACT:

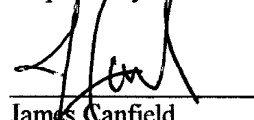
The anticipated interest expense for the \$1,000,000 loan is \$50,000 per year. The PCOC has established a budget line item for "pre-development" costs. Adequate funds are provided for this expense.

Respectfully Submitted,



Roger Smith
Chief Executive Officer

Prepared By:



James Canfield
Executive Director