

Agenda Report

March 23, 2015

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH WALKER PARKING CONSULTANTS FOR PROJECT MANAGEMENT SERVICES FOR PARKING FACILITIES MAINTENANCE PROJECTS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the following proposed actions are exempt from review pursuant to the California Environmental Quality Act ("CEQA"), pursuant to State CEQA Guidelines Section 15061 (b) (3);
2. Authorize the City Manager to enter into a contract with Walker Parking Consultants for project management services for maintenance in the City's parking garages and surface lots in an amount not to exceed \$630,000. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

BACKGROUND:

In 2012 the Department of Transportation completed a garage assessment survey to identify capital improvements and maintenance for the nine City owned garages. A 10-year repair and maintenance program was established for the garages. Emergency items identified in the survey have been addressed, but the remaining items have also been on hold pending funding availability.

In 2013, the off-street parking garage operations were reorganized and consolidated into a single Off-Street Parking Fund, the economies of which resulted in sufficient fund balance being available in 2014 to move ahead with the parking garage maintenance projects.

The Department of Transportation will be managing this project, as the workload required exceeds the availability of Public Works staff. To assist staff in this effort, on September 26, 2014, the Department of Transportation released a Request for Proposals to solicit proposals for project management services for construction projects in City-owned parking facilities.

As stated in the City's RFP, the contractor shall provide project management services at various City-owned parking facilities. A summary of the core services to be provided includes:

- A. Master Program Scheduling
 - a. Business Plan Review
 - b. Initial Planning Sessions

- B. Pre-Construction Phase
 - a. Scope Development
 - b. Budget Development
 - c. Consultant Selection Assistance/Management
 - d. Design Related Tasks
 - e. Cost Estimating
 - f. Constructability Review Analysis
 - g. Value Engineering
 - h. Bid and Award Assistance

- C. Construction Phase
 - a. Contract Coordination
 - b. Field Management/Construction Monitoring
 - c. Quality Assurance/Quality Control
 - d. Change-Order Review and Negotiation Assistance
 - e. Claim Preventions and Negotiation Assistance

- D. Close-Out Phase
 - a. Punch List
 - b. Owner and Maintenance Manuals
 - c. As-Built Plans
 - d. Move Coordination

- E. Other Services
 - a. Partnering
 - b. Community Outreach

Representatives from 16 companies attended the mandatory Pre-Proposal meeting held on October 8, 2014. On October 22, 2014, the following six companies submitted proposals:

- Kitchell, Costa Mesa, CA
- BRJ & Associates, Pasadena, CA
- Walker Parking Consultants, Los Angeles, CA
- Harris & Associates, Los Angeles, CA
- SAA Associates, Pasadena, CA
- Citadel CPM, Pasadena, CA

These proposals were then evaluated based on the following criteria:

Criteria	Weight
Qualifications based on Project Management Experience with large and small parking facility projects in the last ten years; References	30 pts
Project Management experience on local Government parking facility projects	30 pts
Project implementation approach, ability to perform, and key personnel's experience	30 pts
Local Pasadena Business Preference	5 pts
Small and Micro-Business Preference	5 pts
Total	100 pts

The proposals were reviewed and evaluated by a committee consisting of representatives from the Departments of Transportation, Planning and Community Development, and Public Works. The top three scoring companies were invited to participate in an interview to further review qualifications and determine the final rankings. The table below provides the average total score received by each of the top three companies:

Company	Score
Walker Parking Consultants	83
Kitchell	74
BRJ & Associates	69

The proposal by Walker Parking Consultants was rated highest on the basis of the firm's extensive Project Management Experience with parking facilities and their comprehensive Project Implementation approach along with key personnel's experience. Walker Parking Consultants was awarded the highest score by each of the evaluation committee members. On this basis staff recommends award of the contract to Walker Parking Consultants.

From a historical perspective, Walker Parking Consultants has on-going or has completed the following assignments with the Department of Transportation:

- In 2013, the firm was initially retained as a sole source in the City's best interests to review the technical requirements for the proposed Parking Guidance System (PGS) CIP project. Subsequently their role was expanded to assist in the development of an RFP (for the PGS) due to their familiarity with the project for a total amount of \$37,000 from FY2014 through FY2015. The work is complete. Their role in developing the RFP precludes them from bidding on the PGS project.
- In 2013, the firm designed a layout for the installation of new lighting in the Del Mar Garage. The firm was selected as a sole source in the City's best interests because of their familiarity with the Del Mar Station Garage having just completed the Garage Assessment Project. The total cost of this purchase order was \$2,950 and was completed in 2013.

- In 2010, the firm was selected through a Request for Proposals to conduct the Parking Structure Physical Assessment in nine City owned garages. The total amount spent on this project was \$117,481 and was completed in 2011.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The project management contract will not result in any significant effect on the environment.

FISCAL IMPACT:

Per the terms of the RFP, a maximum value for the work has been obtained through a negotiation process with the recommended firm. The not-to-exceed cost of this project management contract with Walker Parking Consultants is \$630,000 per the following table:

Total Base Services	\$ 542,000
Contingency	\$ 88,000
Total Cost	\$ 630,000

It is anticipated that the contract will begin in May 2015 and be completed in April 2016

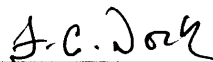
As would be the case if City staff time were used to conduct this work, the consultant costs will be charged against the capital projects for each parking facility proportional to the level of effort required for each project.

Funding for this action will be addressed by utilization of existing budget appropriation from the following Off-Street Parking Facilities' various capital projects (\$3,488,366) and operating accounts (\$46,266):

Account (CIP Project Number)	Budget
Delacey, Schoolhouse, and Marriott Garage Improvements (72151)	\$510,000
Paseo, Marengo, Los Robles Parking Garage Improvements (72152)	\$1,440,000
Holly Street Parking Garage Improvements (72153)	\$530,000
Del Mar Station Garage Improvements (72154)	\$310,000
Plaza Las Fuentes Parking Garage Improvements (72155)	\$240,000
DeLacey Parking Structure Stairwell Improvements (72156)	\$155,000
DeLacey/Schoolhouse Parking Structures Lighting Upgrades (72157)	\$190,000
Playhouse District Parking Structure (75065)	\$113,366
Total Capital Budget Appropriation	\$3,488,366
South Lake Parking District (217-774212)	\$18,091
Union/El Molino Parking Lot (407-774411)	\$12,875
Playhouse Parking Lot (407-774410)	\$15,300
Total Operating Budget Appropriation	\$46,266
TOTAL PROJECT BUDGET APPROPRIATION	\$3,534,632

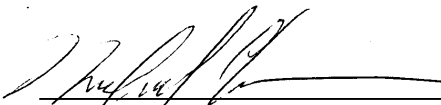
It is anticipated that the project management costs will be spent in FY 2015 and FY 2016 with the Operating Budget expenditures in FY 2015 and the CIP Budget expenditures in FY 2016.

Respectfully submitted,



 FREDERICK C. DOCK
 Director
 Department of Transportation

Prepared by:



 Michael Woolson
 Management Analyst III

Approved by:



 MICHAEL J. BECK
 City Manager