

# Agenda Report

May 18, 2015

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH MIG, INC. FOR LANDSCAPE ARCHITECTURAL SERVICES FOR PARKS AND ARROYO SECO CAPITAL IMPROVEMENT PROJECTS IN AN AMOUNT NOT TO EXCEED \$800,000**

## **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; and
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 MIG, Inc. for two years in an amount not to exceed \$800,000. This contract will have an option of one, two-year term not to exceed \$800,000 each, renewable at the discretion of the City Manager, for a total potential contract length of four years.

## **BACKGROUND:**

From 2007 until June, 2013, the Department of Public Works had a contract for landscape architectural services for parks capital improvement projects. Over this period, the consultant was instrumental in preparing designs and working drawings for numerous projects including Robinson Park Phase 1 Improvements, Villa Parke Synthetic Turf Soccer Field, and Reese's Retreat Playground at Brookside Park. This contract proved to be a great benefit to the City by providing additional resources and specialized expertise, allowing parks projects to be completed more efficiently than they would be without the additional resources.

A typical park project can include landscape and civil design, including grading and drainage, site survey, geotechnical studies and design, structural design and review, and electrical engineering. The consultant will provide these services as needed through a combination of internal resources and sub-consultants.

For Fiscal Year 2016, there are 34 active projects in the Parks and Arroyo sections of the Capital Improvements Program.

The Department of Public Works issued a Request for Qualifications and Proposal (RFP) for landscape architectural and related services for parks capital improvement projects on February 26, 2015. Like the previous contract, this contract would provide additional resources to aid the Department in completing projects.

On March 23, 2015, 13 proposals were received in response to the RFP. Two proposals were submitted by Pasadena firms, nine proposals included Pasadena firms as sub-consultants, and the remaining two proposals were from firms outside Pasadena. The proposals were evaluated by the Department of Public Works evaluation team consisting of landscape architects and staff from the park design discipline within the Engineering Division.

The following is the list of proposers:

<b>Firm</b>	<b>City</b>	<b>Rating</b>
MIG, Inc.	Pasadena	90.20
David Evans and Associates, Inc.*	Ontario	88.25
Blue Green*	Los Angeles	83.50
Community Works Design Group*	Riverside	78.00
David Volz Design*	Costa Mesa	77.25
Withers & Sandgren*	Chatsworth	77.20
RJM Design Group*	San Juan Capistrano	76.64
AHBE*	Los Angeles	75.50
Lawrence Moss and Associates	Glendale	74.33
SWA*	Los Angeles	73.64
Troller Mayer Associates, Inc.*	Glendale	72.59
EPT Design, Inc.	Pasadena	70.25
Forma	Costa Mesa	56.75

\* Proposal included Pasadena firms as sub-consultants

The evaluation process involved an initial screening to verify that the proposers and proposals met the mandatory requirements set forth in the RFP and that the proposals were responsive to the RFP. The review panel evaluated each proposal against the criteria established in the RFP and determined a score. The proposals were evaluated and scored on experience, proposed approach, understanding of the scope of work, local Pasadena preference, and small and micro business preference.

Based on qualifications and the results of the evaluation process, MIG, Inc. is the top-rated proposer and therefore recommended for award of the landscape architectural and related services contract (Attachment A). MIG, Inc. has extensive experience in the design of parks and recreational facilities including natural areas, and they have abundant resources to contribute to the City as needed. MIG has direct experience working with the Department of Public Works on the Annex area at Hahamongna Watershed Park.

MIG does not currently have any contracts with the City of Pasadena. MIG has performed past work for the City on a project involving the Annex area of Hahamongna Watershed Park, the Open Space and Conservation Element outreach component, and the Safe Routes to School program.

**COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure, support and promote the quality of life and local economy, and ensure public safety.

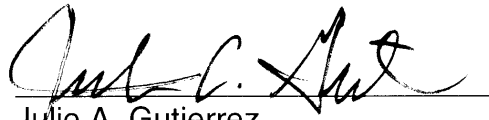
**ENVIRONMENTAL ANALYSIS:**

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. The specific designs and subsequent construction of capital improvement projects will be subject to appropriate project-level environmental review at the time each is brought forward for first discretionary action.

**FISCAL IMPACT:**

The cost of this contract is \$800,000 over two years. Funding for this action exists within budgeted capital project appropriations in the Parks and Landscape and Arroyo Seco sections of the Capital Improvement Program (Attachment B). It is anticipated that all of the costs for this two-year contract will be spent in FY 2016 and FY 2017. There are support costs such as contract administration and site inspections which are already included in the operating and capital budgets.

Respectfully submitted,

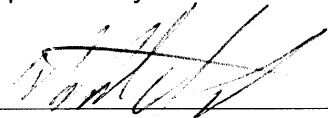
  
Julie A. Gutierrez  
Interim Director of Public Works

Prepared by:



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Loren Pluth  
Project Manager for Parks and Landscape

Approved by:



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MICHAEL J. BECK  
City Manager

Attachment A – Taxpayer Protection Amendment  
Attachment B – FY 16 CIP Projects for Parks and Landscape and Arroyo Seco