

Agenda Report

November 21, 2016

TO: Honorable Mayor and City Council
FROM: Department of Transportation
SUBJECT: CONTRACT AWARD TO TRC ENGINEERING SERVICES, LLC FOR CONSULTANT SERVICES TO CONDUCT INSPECTIONS FOR THE PASADENA TRANSIT AND DIAL-A-RIDE VEHICLE FLEET

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; 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 TRC Engineering Services, LLC for an amount not to exceed \$101,479.40 for a period of two years with a one year option at \$30,855 subject to the approval of the City Manager to conduct inspections of the Pasadena Transit and Dial-A-Ride vehicle fleet.

BACKGROUND:

The Pasadena Transit and Dial-A-Ride fleet is currently made up of 36 transit vehicles operated and maintained by an operations contractor. Pasadena Transit has 25 fixed-route vehicles and Pasadena Dial-A-Ride has 11 demand-response vehicles. While the vehicles are operated and maintained by a contractor, the transit vehicles are owned by the City. To ensure quality control over how the City's transit vehicle assets are being maintained, staff developed and released a Request for Proposal (RFP) to hire a consultant to conduct vehicle fleet inspections that will include on board bus reviews of safety equipment, mechanical systems, and maintenance documentation to ensure regulatory requirements are being met.

Vehicle inspections also included in the RFP are inline vehicle production and pre- and post-delivery inspections for new vehicles being delivered. The City, with the help of

federal funds, has procured 13 vehicles (four for Pasadena Transit and nine for Pasadena Dial-A-Ride) with an anticipated delivery in the second half of Fiscal Year 2017. Federal procurement requirements require inline production inspections and pre and post-delivery inspection of vehicles being purchased with federal funds.

CONSULTANT SELECTION

On July 25, 2016, the City released a RFP for Consultant Services to conduct vehicle fleet inspections, including quarterly, inline vehicle production, pre- and post-delivery for new vehicles, as well as a base line inspection at the start of the contract. Two firms submitted proposals. The TRC Engineering Services, LLC (TRC) proposal was rated the highest based on the rating criteria stated in the RFP and, as such, recommended for this project.

The list of consultants who participated in this RFP process can be found in Attachment A.

Both of the consultants that responded are experienced in the transit maintenance inspection field. However, TRC scored higher in the areas of Technical Capacity, Staffing, and Pricing. TRC demonstrated a clear understanding of the required Federal Transit Administration (FTA) requirements and technical capacity to provide the reporting documents that the City will provide to the FTA following vehicle procurements. TRC documented a thorough methodology and approach towards the fleet inspections, a staffing plan that was consistent with the project expectations, and a highly experienced staff.

The proposed contract fully complies with the City's Competitive Selection process as well as the federal requirements for competitive procurement outlined by the FTA Circular 4220.1F. Per federal requirements, neither local preference nor small and micro-businesses were included in the scoring criteria. The contract with TRC will be for a not-to-exceed amount of \$101,479.40, which is a multi-year contract for two years plus a third-year option at \$30,855.

COUNCIL POLICY CONSIDERATION:

This project supports the City Council strategic goal to promote Pasadena as a city where people can circulate without cars. The project will allow the City to provide reliable public transportation by ensuring transit vehicles are properly maintained and that new transit vehicles are properly manufactured to the agreed-upon specifications.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The execution of a contract for the inspections of Pasadena Transit and Dial-A-Ride vehicles is a continuing

administrative and maintenance activity that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The total compensation under this contract will be an amount not to exceed \$101,479.40 over the two year contract, corresponding to \$92,254 as a base contract and \$9,225.40 as a ten percent set aside contingency for any unforeseen project costs. In year one, which is anticipated to start in Fiscal Year 2017, the cost of this action will be \$58,210.90. The expenses associated with this contract in Fiscal Year 2017 have been programmed in the Department of Transportation's annual operating budget in Funds 209. The second year of the project will also be programmed into the annual operating budget.

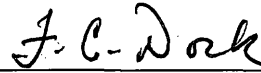
It is anticipated that the entire amount will be spent during Fiscal Years 2017 through 2019.

The following table presents a contract summary.

TRC Engineering Services, LLC	Year 1	Year 2
Base Line Inspection at Contract Start	\$ 14,816.00	
Quarterly Inspections	\$ 30,067.00	\$ 30,067.00
Inline Inspections	\$ 5,348.00	\$ 5,544.00
New Vehicle Pre and Post-Delivery	\$ 2,688.00	\$ 3,724.00
Contingency	\$ 5,291.90	\$ 3,933.50
	SUBTOTAL	\$ 43,268.50
	GRAND TOTAL	\$ 101,479.40

Existing budget appropriation is available for this contract award in the Annual Operating Budget Fund 209.

Respectfully submitted,



FREDERICK C. DOCK
Director
Department of Transportation

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Approved by:



STEVE MERMELL
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Attachment (1):

Attachment A – Consultants Evaluation Criteria and Scores