



Agenda Report

September 23, 2019

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, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with TRC Engineering, LLC for consultant services to conduct inspections of the Pasadena Transit and Pasadena Dial-A-Ride vehicle fleet in an amount not to exceed \$130,085 for a period of eighteen (18) months with two, one-year options and a contingency of \$11,826 subject to the approval of the City Manager.

BACKGROUND:

The Pasadena Transit and Dial-A-Ride fleet is currently comprised of 42 transit vehicles, inclusive of 29 fixed-route vehicles and 15 demand-response vehicles, all of which are maintained by an operations contractor. Although 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, a Request for Proposal (RFP) to hire a consultant to conduct vehicle fleet inspections was released. The RFP called for on board bus reviews of safety equipment, mechanical systems, and maintenance documentation to ensure regulatory requirements are being met.

The Contractor will also support the City in conducting federally required inspections of the two federally funded vehicles the City approved for purchase via a separate action.

Federal procurement requirements require inline production inspections and pre and post-delivery inspection of vehicles being purchased with federal funds. The Contractor will be tasked with conducting the inspections.

Fleet-wide quarterly inspections per this contract will begin in January FY 2020, following the expiration of the current contract for inspection services. The recommended contract will run through FY 2021, with two one year options through FY 2023.

CONSULTANT SELECTION

On June 26, 2019, the City released a RFP for consultant services to conduct quarterly vehicle fleet inspections, inline vehicle production inspections, pre- and post-delivery inspections for new vehicles, as well as an option for full fleet inspection. The RFP was advertised through the City's bid notification system, Planet Bids. The solicitation was downloaded by 19 firms. On August 1, 2019, two firms submitted complete and responsive proposals. The TRC Engineering Services, LLC proposal was rated the highest based on the rating criteria stated in the RFP and, as such, recommended for this project.

The list of proposers who participated in this RFP, including their location and summary of evaluation scores, can be found in Attachment A.

Both proposers are experienced in the transit maintenance inspection field. However, TRC Engineering Services, LLC scored higher in the areas of Technical Capacity, Staffing, and Pricing. TRC Engineering Services, LLC 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 Engineering Services, LLC documented a thorough methodology and approach towards the fleet inspections, a staffing plan that was consistent with the project expectations, and identified a highly experienced team for this contract.

The proposed contract fully complies with the City's Competitive Selection process as well as the federal requirements for competitive procurement as outlined in the FTA Circular 4220.1F. Per federal requirements, a local business preference was not included in the scoring criteria. The contract with TRC Engineering Services, LLC will be for a not-to-exceed amount of \$130,085, which is a multi-year contract for 18 months plus two one-year options at \$51,923. TRC Engineering Services has been contracted by the City once. TRC Engineering Services was previously contracted by the City for the existing two year contract to conduct vehicle fleet inspections. The total current contract amount is \$101,479.40 and expires January 2020.

COUNCIL POLICY CONSIDERATION:

This project supports the City Council Guiding Principle 5 of the General Plan: Mobility Element, 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 Pasadena 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:

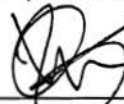
The total compensation under this contract will be an amount not to exceed \$130,085 over the three and a half year contract, inclusive of the \$30,262 base contract and \$11,826 as a 10 percent set aside contingency for any unforeseen project costs. The first 18 months of this contract which includes quarterly fleet inspections and inline inspections for two vehicles is anticipated to be \$30,262. The expenses associated with this contract in Fiscal Year 2020 have been programmed in the Department of Transportation’s annual operating budget in Fund 20924043-811400. Should the second and third option years of the contract be exercised, they will also be programmed into the annual operating budget.

The following table presents a contract summary.

Project Budget Summary	
TRC Engineering Services, LLC	Project Cost
Base Contract including Quarterly Fleet Inspection and Inline Inspection for 18 months	\$ 30,262
Option Year 1	\$ 25,722
Option Year 2	\$ 26,201
Option for Inline, Pre and Post Inspection (32'/35')	\$ 10,308
Option for Inline, Pre and Post Inspection (Under 32')	\$ 10,626
Option for Full-Fleet Inspection	\$ 15,140
Subtotal	\$ 118,259
Contingency (10%)	\$ 11,826
GRAND TOTAL	\$ 130,085

Existing budget appropriation for this contract award is identified in the Transportation Department's operating budget.

Respectfully submitted,



LAURA CORNEJO

Director

Department of Transportation

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Approved by:



STEVE MERMELL

City Manager

Attachment (1):

Attachment A – Consultants Evaluation Criteria and Scores