



Agenda Report

April 15, 2019

TO: Honorable Mayor and City Council
FROM: Water and Power Department
SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH KENNEDY/JENKS CONSULTANTS, INC. TO PROVIDE GENERAL ENGINEERING SERVICES FOR VARIOUS PROJECTS

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;
2. Authorize the City Manager to enter into a contract for an amount not to exceed \$3,000,000 or three years, whichever comes first, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Kennedy/Jenks Consultants, Inc. to provide on-call general engineering services for projects included in the Capital Improvement Program ("CIP") budget; and
3. Authorize the City Manager to extend the contract for up to one additional year with no change to the \$3,000,000 not to exceed amount.

BACKGROUND:

Pasadena Water and Power ("PWP") regularly completes projects directed by the goals and recommendations associated with the CIP, which is guided by master and resource plans. Due to the volume and nature of the projects, a mix of in-house personnel and outside contract resources are needed to complete tasks, including those requiring general engineering services of limited durations. Typical general engineering services contract Task Orders include studies which assist in the development of a project scope of work, design support, construction management supplementation, and inspection.

PWP's Water Division has been using multi-year engineering services contracts since 2005. The most recent contracts were approved by City Council on November 2, 2015, for three-year terms with optional one-year extensions to facilitate the completion of Task Orders issued prior to the expiration of the initial terms. Multi-year contracts have

proven to be beneficial by allowing PWP to efficiently obtain timely access to pre-qualified engineering firms and to reduce the administrative burden and time associated with contracting for such services on a project-by-project basis.

Unlike the previous practice of selecting three general engineering services firms, PWP is selecting one firm. A separate procurement strategy for contracts with firms for specialized engineering services will be sought to provide PWP the depth and breadth of services which multiple vendors may have covered in the past.

On December 11, 2018, a Request for Proposals ("RFP") was issued seeking one on-call general engineering services firm to augment existing in-house resources at PWP. The RFP was posted on Planet Bids with proposals due on January 28, 2019. Twelve proposals were received, including four from local firms.

An evaluation of the proposals using the criteria set forth in the RFP was conducted. The proposals were evaluated in accordance with the stated criteria outlined in the RFP. The three highest ranking firms are as follows:

<u>Rank</u>	<u>Firm Name</u>	<u>Location</u>	<u>Total Score</u>
1	Kennedy/Jenks Consultants, Inc.	Pasadena, CA	74.4
2	CivilTec Engineering, Inc.	Monrovia, CA	69.7
3	Lee & Ro, Inc.	City of Industry, CA	67.7

A complete summary of the ranked proposals is included in Attachment A. Based on the results of the evaluation, PWP selected one firm which best demonstrates a broad range of general engineering services, capabilities, and experience. The selected firm will not be guaranteed any specific quantity or value of work and will not be eligible for any compensation except to the extent that is identified by the Task Order (which may span over several months) and only upon completion to the City's satisfaction. The optional one-year extension will facilitate the completion of Task Orders issued prior to the expiration of the initial three year contracts. No new Task Orders will be issued during the extension period and no additional funds will be added during the extension term. Additionally, PWP shall reserve the right to self-perform any work or conduct additional formal competitive selection processes that allow other firms to be considered.

Since 2004, the City has awarded Kennedy/Jenks Consultants, Inc. three contracts, collectively valued at \$569,955. Of which, one purchase order is currently active and valued at \$24,955.

COUNCIL POLICY CONSIDERATION:

The proposed contract is consistent with the Public Facilities Element of the General Plan and supports the Council's goal to improve, maintain and enhance public facilities infrastructure and to implement capital improvements that will maintain and rehabilitate infrastructure.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the CEQA in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The awarding of contracts for professional services (including on-call general engineering services) is an organizational and administrative action 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. However, CEQA review may apply to construction projects in the future.

FISCAL IMPACT:

The cost of this action will be \$3,000,000. It is anticipated that funds will be spent beginning in Fiscal Year 2020 and continue over the next three years. Funding for this action will be addressed by the utilization of existing and future budgeted appropriations in various Water-related CIP budget categories as appropriate.

The following table presents annual expenditure projections.

Year 1	\$1,000,000
Year 2	\$1,000,000
Year 3 (including one year extension for task order completion)	\$1,000,000
Total Fiscal Impact	\$3,000,000

There is no anticipated impact to the operating budget.

Respectfully submitted,



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