



Agenda Report

July 22, 2019

TO: Honorable Mayor and City Council
FROM: Planning & Community Development Department
SUBJECT: AUTHORIZATION TO AWARD A THREE-YEAR CONTRACT IN THE AMOUNT OF \$450,000 TO ARDURRA GROUP, INC. DBA ANDERSON PENNA PARTNERS FOR CONTRACTED CODE ENFORCEMENT SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061 (b) (3) (General Rule/Common Rule); and
2. Authorize the City Manager to enter into a contract, based on a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, for contract code enforcement services with Ardurra Group Inc., dba Anderson Penna Partners in an amount not-to-exceed \$450,000 or three years, whichever occurs first.

BACKGROUND:

The Planning & Community Development Department's Code Compliance Division provides multi-family rental inspections, housing inspections of for-sale units, complaint related inspections (e.g., property maintenance, zoning, noise, lighting, trees) and nuisance abatements.

The City has utilized contract code enforcement services since 2015 to support a full-range of code enforcement functions. Contract services have allowed for a timely close-out of open case backlogs, early morning and evening inspections, increased capacity of occupancy inspections during peak periods, and the ability to undertake proactive enforcement in key areas, such as the enforcement of the Short Term Rental Ordinance. The retention of contract services will allow the City to maintain desired service standards and have the resources necessary to continuously implement improvements.

Consultant Selection

Consistent with the City's competitive selection process, on May 23, 2019 the City released a Request for Proposals (RFP) for contracted code compliance services that closed on June 5, 2019. Competitive Bidding (lowest cost is main consideration for award) is not required pursuant to P.M.C. Section 4.08.030 and City Charter Section 1002. Four firms submitted a proposal, the evaluation results of the proposals are as follows:

	Profile (30)	Cost (15)	Experience (45)	Small/Micro (5)	Local (5)	Total (100)
CSG (Orange)	24	13	32	0	0	69
JAS (Upland)	24	14	39	0	0	77
Willdan (City of Industry)	25	15	40	0	0	80
Anderson Penna (Newport)	27	13	43	0	0	83

Anderson Penna Partners has been providing the City excellent service via quality personnel that work effectively under direction of City staff, performing inspections and completing work assignments in a timely and thorough manner, while delivering desired levels of customer service. It is recommended the contract be awarded to Ardurra Group Inc. dba Anderson Penna Partners.

The demands on the Code Compliance Division are continuously increasing, as jurisdiction expands to include enforcement of new ordinances (e.g., short term rentals, cannabis, soft-story, etc.). Contract services provide the required capacity to meet new demands and also contribute to increased revenues for the City. For example, the proactive enforcement the Short Term Rental Ordinance has resulted in an increase in registrations and corresponding Transient Occupancy Tax revenues (estimated at \$836,248 for FY 2019).

Staff is conducting a programmatic assessments and evaluating the needs for additional permanent staffing; adjustments to contract services will be made accordingly.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers City Council's strategic plan goals to ensure public safety; and support and promote the quality of life and the local economy. Additionally, it furthers the City's mission to deliver exemplary municipal services.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review 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. The proposed work is contract services for Code Compliance inspections and there will be no related environmental impacts.

FISCAL IMPACT:

The proposed contract amendment with Anderson Penna Partners Inc., has a fiscal impact of up to \$450,000. The Contract will be paid out of existing Operating Budget appropriations for Consultant Services.

There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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