



Agenda Report

June 1, 2020

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH AECOM TO PROVIDE CONSULTANT SERVICES RELATED TO RE-OPENING ACTIVITIES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the actions proposed are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3) as they will not have a potentially significant environmental effect and, therefore, fall under the General Rule exemption;
2. Authorize the City Manager to enter into a contract in an amount not to exceed \$250,000, without Competitive Bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with AECOM for consulting services related to the preparation of materials in support of re-opening activities;
3. Grant the proposed contract an exemption from the Competitive Selection Process pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.
4. Appropriate \$250,000 from the Unappropriated General Fund Balance to the Planning and Community Development Department's Fiscal Year 2020 Operating Budget.

BACKGROUND:

AECOM is a global infrastructure firm, with planners, designers, engineers and project managers that is currently assisting the City with updates to its specific plans. As the state continues to re-open various sectors the economy, the City Council has provided direction to staff to ensure that we are prepared locally, both with all required Health guidelines and evaluating business processes.

City staff across all Departments have been working on the preparation of re-opening the City. Many considerations have revolved around how the City can assist local businesses in this process. Staff presented information to the EDTECH Committee on May 21 and May 28 regarding opportunities to assist local businesses. At that meeting, additional work and analysis was requested by the Committee as well as a request to expedite this work and augment staffing resources.

Subsequent to the May 21st EDTECH meeting, staff engaged AECOM to assist with the development of various materials in support of the re-opening effort. The requested contract would allow staff to continue to utilize the consulting services offered by AECOM for a variety of tasks including working with the Health Department to create and update Health Guidelines for various business/industry sectors, performing any needed analyses, and helping to create and amend existing planning processes to streamline and expedite planning applications.

Given the firm's broad experience and deep talent pool, coupled with the sense of urgency in support of re-opening efforts to re-start the local economy, it is in the City's best interests of the City to dispense with a Competitive Selection Process and contract directly with AECOM. The requested dollar authorization of \$250,000 is an estimated not to exceed amount. Should additional services be required, staff would return to the City Council for an additional appropriation and approval of a contract amendment.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's strategic planning goal to maintain fiscal responsibility and stability and to promote quality of life and the local economy.

ENVIRONMENTAL ANALYSIS:

The actions proposed herein are not projects subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Section 15060 (c)(2), 15060 (c)(3), and 15378. Since the actions are not projects subject to CEQA, no environmental document is required.

FISCAL IMPACT:

Funds for this contract would be drawn from the Unappropriated General Fund reserve. As part of its services, AECOM will assist the City in seeking federal reimbursement for the cost of its services.

Respectfully submitted,



DAVID M. REYES
Director of Planning & Community
Development

Approved by:



STEVE MERMELL
City Manager