



# Agenda Report

June 1, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Water and Power Department

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH CIVILTEC AND  
STYLO TO PROVIDE ON-CALL GENERAL ENGINEERING SERVICES  
FOR THE WATER AND POWER DEPARTMENT**

## **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 \$2,000,000 or four years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, with Civiltec Engineering, Inc. ("Civiltec") to provide on-call general engineering services; and
3. Authorize the City Manager to enter into a contract for an amount not to exceed \$2,000,000 or four years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, with Stylo Group, LLP ("Stylo") to provide on-call general engineering services.

## **BACKGROUND:**

Pasadena Water and Power ("PWP") regularly completes projects directed by the goals and recommendations associated with the Capital Improvement Program ("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. 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.

On March 5, 2020, a Request for Proposals (“RFP”) was issued seeking on-call general engineering services to support the Water Division with the completion of various water utility capital improvement projects. The RFP was posted on Planet Bids with proposals due on April 2, 2020. Three proposals were received, none of which were 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 firms were scored as follows:

<u>Rank</u>	<u>Firm Name</u>	<u>Location</u>	<u>Total Score</u>
1	Civiltec Engineering, Inc.	Monrovia, CA	86
1	Stylo Group, LLP	Altadena, CA	86
2	Converse Consultants	Monrovia, CA	70

A complete summary of the ranked proposals is included in Attachment A. Based on the results of the evaluation, PWP selected the two firms that tied for the highest score and that best demonstrate the depth and range of general engineering services, capabilities, and experience that will be needed. The selected firms 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 awarded Task Order (which may span over several months) and only upon completion to the City’s satisfaction. PWP shall reserve the right to self-perform any work or conduct additional formal competitive selection processes that allow other firms to be considered.

It is recommended that two individual four-year contracts be awarded for \$2,000,000 to each of the two firms.

Once the approved contracts are in place, PWP will solicit proposals on a project-by-project basis from these consultants and award specific work through a Task Order process. Selection of the consultant per project will be by competitive selection, keeping in consideration the type and complexity of analysis required, as well as the ability to perform the work efficiently.

Since 2008, the City has awarded Civiltec four contracts, collectively valued at approximately \$710,000, none of which are currently active. Since 2020, the City has awarded Stylo one contract valued at \$29,000.

**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.

Authorization to Enter Into Contracts With Civiltec and Stylo

June 1, 2020

Page 4 of 4

**FISCAL IMPACT:**

The total cost of this action is anticipated to be \$4,000,000. Since the contract supports various engineering projects, 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.

	Civiltec	Stylo
<b>Total four-year Contract</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>
<b>Total Fiscal Impact</b>	<b>\$4,000,000</b>	

There is no anticipated impact to the operating budget.

Respectfully submitted,



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