

Agenda Report

March 9, 2020

TO: Honorable Mayor and City Council
FROM: Department of Transportation
SUBJECT: CONTRACT AWARD TO KOA CORPORATION TO IMPLEMENT THE TRAFFIC SIGNAL ASSET MASTER PLAN PROJECT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the following proposed actions are exempt from review pursuant to the California Environmental Quality Act ("CEQA"), pursuant to State CEQA Guidelines Section 15061 (b) (3) (General Rule);
2. Authorize the City Manager to enter into a contract with KOA Corporation as a result of a competitive selection process as specified by Section 4.08.047 of the Pasadena Municipal Code, for an amount not to exceed \$260,000, to implement the Traffic Signal Asset Master Plan Project.

BACKGROUND:

In 2010, the Los Angeles Metropolitan Transportation Authority (Metro) Technical Advisory Committee (TAC) made the recommendation to track all infrastructure assets funded through the Metro Call for Projects (Call) program. The intent was to establish performance metrics for all transportation infrastructure Intelligent Transportation System (ITS) assets funded through the Call process countywide.

In order to support Metro's efforts in ITS asset management, the Department of Transportation (DOT), with support from the Department of Public Works (DPW), created the Traffic Signal Master Plan (TSMP) project, with the objective of developing an ITS and a Traffic Signal Hardware (TSH) inventory database. This database will establish a baseline of the City's basic signalized intersection infrastructure and will be used to generate asset management metrics and further analyze the effectiveness of the City's traffic signal network. In addition to an electronic database, the project will produce a comprehensive report, establishing a baseline of current ITS and TSH assets that will be used to efficiently manage and budget for the process for renewing and maintaining these assets.

COMPETITIVE SELECTION

The Department of Transportation with assistance from the Department of Information Technology (DoIT) prepared a Request for Proposals document (RFP) for the subject project. The RFP was released and posted on Planetbids on December 26, 2019 with a due date of January 23, 2020. A final date to receive questions for this RFP was set for January 23, 2020.

After receipt and review of all questions, the Department of Finance-Purchasing Division, advised the need for an Addendum. On January 23, 2020 an Addendum was posted and the due date extended by one (1)-week to January 30, 2020 in Planetbids.

A sole proposal was received by KOA Corporation on January 30, 2020. An evaluation panel, consisting of representatives from DOT and DoIT met on February 11, 2020. The panel was comprised of two transportation operation engineers from DOT and two members from DoIT, specifically the City's GIS administrator and the City's Lucity® program manager. The proposal, was reviewed for general compliance with the City's Purchasing requirements and the proposal's adherence to the RFP.

The evaluating panel determined the proposal by KOA Corporation was compliant, meeting all City's requirements as set forth in the RFP. The City has good working record with KOA Corporation, as they have been selected in years past to work on traffic studies and most recently for the traffic analysis and implantation plan for bike boulevards (greenways) contract. DOT met with KOA Corporation on February 25, 2020 to negotiate final terms and cost. Since the City currently holds an enterprise license for Lucity®, no additional software purchases are necessary. DOT is also able to leverage existing THS infrastructure data, currently in DPW's Lucity® database.

This proposed contract fully complies with the Competitive Selection process. The contract with KOA Corp. will be for a not-to-exceed amount of \$260,000. This contract amount includes all the cost for full implementation of the project, attendance of key project meetings, submittal of all project deliverables, project reports, and a contract contingency of \$24,315 or approximately 10%.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced by awarding this contract with KOA Corporation. Provision of a structured DOT asset management plan will provide clear definition of total city owned assets that will assist DOT to efficiently utilize city funds when proceeding with renewal or replacement of presently installed transportation assets citywide.

ENVIRONMENTAL ANALYSIS:

The City's Environmental Administrator has determined the project is categorically exempt under the CEQA Guidelines in Section 15061 (b) (3), the General Rule. The proposed action involves field inventorying and cataloging of City owned assets. The activity is covered by the general rule that CEQA only applies to projects that have a

potential for causing a significant effect on the environment. A Notice of Exemption for the project will be filed with the Los Angeles County Clerk before the end of this month, as required. In addition, there are no changed circumstances or new information which would require further environmental review.

FISCAL IMPACT:

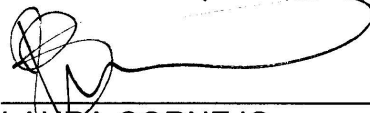
The cost of this action will be \$260,000. Funding for this action will be addressed by the utilization of existing Capital Improvement Program budgeted appropriation in the Traffic Signal Master Plan Project (75907). This project was created in FY2019, with initial funding from the Street Occupancy Fees in FY2020.

The following table presents a contract budget summary.

Contract Budget Summary	
Base Contract and Options Amount	\$ 235,685
Contingency (Approximately 10%)	\$24,315
TOTAL CONTRACT AMOUNT	\$ 260,000

The contract administration and staff time cost to implement this project is approximately \$15,000 and has been programmed in the Capital Improvement Program through the Traffic Signal Master Plan Project (75907).

Respectfully submitted,



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