

Agenda Report

TO: CITY COUNCIL

DATE: AUGUST 29, 1999

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH BENSHOOF, WITHERS & SANDGREN, LTD. TO PREPARE THE CENTRAL ARROYO SECO MASTER PLAN.

RECOMMENDATION:

1. It is recommended that the City Council authorize the City Manager to enter into a contract with Benshoof, Withers & Sandgren, Ltd., for an amount not to exceed \$207,000 for the preparation of the Central Arroyo Seco Master Plan. Competitive bidding is not required pursuant to City Charter Subsection 1002(f), Professional or Unique Services.
2. Authorize the reappropriation of \$150,000 from unspent appropriations from the Parks and Natural Resources Division of the Public Works Department's FY 1999 Operating Budget to the Planning and Permitting Department current Planning budget (account 8115-101-44600).
3. Approve a journal voucher transferring \$30,000 from the *Renovation of the Fannie Morrison Building* project (budget account 77364) to the Current Planning budget (account 8115-101-44600);
4. Authorize the appropriation of \$27,000 from unappropriated General Fund balance to the Planning and Permitting Department Current Planning budget (account 81150101-44600).

BACKGROUND:

Over the past ten years there has been the desire by the Community to develop the Arroyo as one comprehensive ecosystem. The Arroyo, which includes three distinctive segments, provides a broad range of passive and active opportunities most notably the Rose Bowl. The Central Arroyo is geographically defined by the Devils Gate Dam to the north and the Colorado Street Bridge to the south.

The challenge to establish an organized vision, define the multiple uses of the Central Arroyo and to incorporate these uses into a cohesive planning document for future

development has resulted in this project to prepare the Central Arroyo Master Plan. This plan when finalized will be incorporated into a comprehensive Arroyo Plan that will include master plans for the Lower Arroyo and Hahamongna Watershed Park. Along with the development of these master plans, a master environmental impact report for the entire Arroyo will also be completed.

CONSULTANT SELECTION

Preparation and Review of the Request for Proposal Document (RFP), Recreation and commission involvement

The Arroyo Committee of the Recreation and parks Commission reviewed the Draft RFP and provided input to formulate the final document which was mailed to 74 potential bidders. The Selection Committee was comprised of members representing the Recreation and Parks Commission, Rose Bowl Operating Company Board and Staff, Neighborhood Associations, and City Staff from Parks and Natural Resources and Public Works and Transportation.

The proposals were rated using the following criteria:

- A. Qualifications of firm and individuals (including technical proficiency, project management and ability to perform according to a time-efficient Schedule)
- B. Planning Methodology (including completeness, creativity, and environmental sensitivity)
- C. Cost Estimate/Fee
- D. Local Preference (Must be located in and possess a Pasadena business license)
- E. Evidence of Commitment to Equal Employment Opportunities/Affirmative action in Employment, as evidenced by completed Affirmative Action forms

On April 2, 1999 4 proposals were received in response to the Request for Proposal. All proposes were invited to make oral presentations before the Selection Committee. Presentations were held on April 22, 1999. Each proposer was asked the same 7 questions.

Based on the information received the proposers were scored as follows:

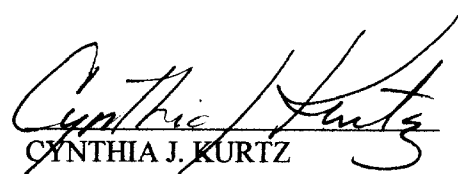
Proposer	Qualifications (30 points)	Planning Methodology (40 points)	Cost (10 points)	Local Business Preference (5 points)	Affiamatirve Action (15 points)	Interview (28 points)	Total Score
Takata & Associates	26.9	34.9	8.0	0	15	21.7	106.5
Benshoof/ Withers	26.9	36.0	6.64	0	15	23.0	107.54
Melendrez	24.6	30.9	7.0	0	15	19.8	97.3
Wallace/ Roberts/ Todd	25.4	35.6	7.8	0	15	22.7	106.5

The proposed contract complies with the Affirmative Action Ordinance and the Living Wage Ordinance. After the interviews the committee recommended the selection fo Benshoff, Withers and Sandgren, Ltd.


FISCAL IMPACT

Funds totaling \$150,000 were budgeted for this master plan in the Parks and Natural Resources Division FY 1999 operating budget. Because these funds were not encumbered by a contract during FY 1999, at the end of the fiscal year they were returned to the General Fund's fund balance. This action is now required by the City Council so that funding for the Central Arroyo Seco Master Plan will be appropriated to the proper budget account. Since the proposed Kidspace Museum will be one of the uses of the Central Arroyo studied by the master plan, \$30,000 of the cost is coming from the *Renovation of the Fannie Morrison Building project*. The remaining \$27,000 is from the General Fund unappropriated fund balance.

Respectfully submitted,


CYNTHIA J. KURTZ
City Manager

Approved by:


Darrell L. Lewis
Director of Planning and Permitting