

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** APRIL 29, 2002

**FROM:** CITY MANAGER

**SUBJECT:** AUTHORIZATION TO ENTER INTO A CONTRACT WITH COTTON BRIDGES ASSOCIATES TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR THE PREPARATION OF A SENSITIVE LANDS SURVEY AND POCKET PARKS INVENTORY.

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## **RECOMMENDATION:**

It is recommended that City Council authorize the City Manager to enter into a contract with Cotton Bridges Associates, for an amount not to exceed \$140,000 to provide consulting services for the Sensitive Lands Survey and Pocket Parks Inventory. Competitive Bidding is not required pursuant to City Charter Section 100(f): Contracts for Professional or Unique Services.

## **BACKGROUND:**

Planning staff, along with representatives from Real Property Management and Parks and Natural Resources, has chosen Cotton Bridges Associates to undertake two studies. The *Sensitive Lands Survey* will examine the western hillsides of Pasadena and an area of the City northeast of Eaton Canyon to determine their degree of environmental sensitivity and suggest properties that could be acquired as a means for land preservation and protection. The *Pocket Parks Inventory* will examine a set of vacant parcels throughout Pasadena to determine their potential for development as "pocket-parks."

Planning staff distributed a Request for Proposals (RFP) to 42 consulting firms on March 6, 2002. The RFP requested consultant services for preparation of the Sensitive Lands Survey and Pocket Parks Inventory. A pre-bid conference was held on March 19, 2002 to present the project to interested consultants. Eleven firms attended the pre-bid conference. Five consulting teams, Cotton Bridges Associates with Takata Associates, Overland Resources with Pacific Planning Group, PCR Services Corporation with EPT Landscape Architecture and Epic Land Solutions, Parson HBA, and Science Applications International Corporation, responded to the RFP with proposals that included a scope of work, project timelines, and budget. All five teams were interviewed for the project on April 11, 2002.

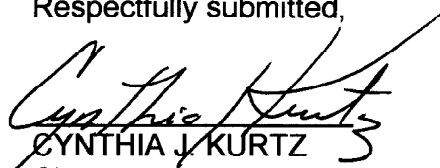
The consultants were evaluated using the criteria set forth in the RFP, in accordance with the City's competitive selection process for professional services. Based upon these criteria, it is recommended that Cotton Bridges Associates, the firm receiving the highest total points from the evaluation team (Attachment 1), be awarded the contract.

The expected timeline for the project is five months. The project is expected to commence in May 2002 and be completed in September 2002.

**FISCAL IMPACT:**

The total amount allocated for Sensitive Lands Survey and Pocket Parks Inventory is \$140,000. Funds for these studies were allocated from the General Fund by the City Council on December 3, 2001.

Respectfully submitted,



CYNTHIA J. KURTZ  
City Manager

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Approved by:



Richard Bruckner  
Director of Planning and Development

Attachments:

1. Selection Criteria and Scoring