

Agenda Report

TO: CITY COUNCIL

DATE: December 8, 2008

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH RYAN SNYDER ASSOCIATES, LLC FOR CONSULTANT SERVICES TO PREPARE A BICYCLE MASTER PLAN FOR THE CITY OF PASADENA FOR AN AMOUNT NOT TO EXCEED \$90,000

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to enter into a contract with Ryan Snyder Associates, LLC for its services to prepare a new Bicycle Master Plan for the City of Pasadena for an amount not to exceed \$90,000. Competitive bidding is not required pursuant to the City Charter Section 1002 (F) contracts for professional and unique services.

BACKGROUND

In November of 2000, the City Council adopted the original Bicycle Master Plan for the City of Pasadena. In January 2004, the City Council adopted a revised implementation plan. Over the past four years, the original Bicycle Master Plan has been fully implemented. To receive any additional funding from the State of California's Bicycle Transportation Account (BTA Grant) the City of Pasadena must develop an updated Bicycle Master Plan every five years to stay in compliance with State requirements.

In September 2008, staff developed a request for proposals (RFP) to hire a consultant to prepare a new Bicycle Master Plan for the City of Pasadena. The Department of Transportation issued the RFP on September 24, 2008 and held a bidder's conference on October 15, 2008. There were three proposals evaluated and scored according to the competitive selection criteria outlined in the request for proposals. Ryan Snyder Associated, LLC received the highest score. A summary of the evaluation is shown in Attachment A.

Under the terms of the contract, Ryan Snyder Associates, LLC will meet with City of Pasadena's Bicycle Advisory Committee and City staff to determine how the original Bicycle Master Plan currently serves the City and to establish a process and sequence for the development of a new plan. The consultant will review the existing bicycle master plan to document current and on-going programs and projects. The

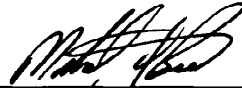
performance standards; assess bicycle route continuity and make recommendations, including route alterations, gap closures, signage and mapping.

In addition, the consultant will be required to conduct public workshops, presentations and meetings that will be critical in the update process in order to receive input, as well as to inform citizens, staff, stakeholders, and agencies about plan updates and the overall countywide product. Stakeholders are to be provided with opportunities to provide input to the consultant both at the meetings and in writing following the meetings. The Consultant will develop an EIR as the appropriate CEQA document to evaluate the potential environmental effects of the Bicycle Master Plan Update.

FISCAL IMPACT:

Sufficient funds are available in FY 2009 Capital Improvement Program Number 75600, Pasadena Bicycle Program. The contract will be for an amount not to exceed \$90,000 with a projected completion date of June 30, 2009.

Respectfully submitted,




MICHAEL J. BECK
City Manager

Prepared by:




Richard W. Dilluvio
Senior Transportation Planner

Reviewed by:



Norman Baculinao
Traffic Engineering Manager

Approved by:



Frederick C. Dock
Director of Transportation

Attachment A

**Summary of RFP Evaluation
Bicycle Master Plan Proposals**

Categories	Proposing Consultants		
	Crain & Associates	Alta Planning	Ryan Snyder Associates
Firm's Qualifications (30 Points)	24	27	28
Project Understanding & Approach (30 points)	25	28	29
Price (30 Points)	30	30	30
Local Pasadena Business Preference (5 Points)	2	0	0
Small/Micro-business Preference (5 Points)	0	0	5
TOTALS	81	85	92



PROCUREMENT DIVISION

Office of Small Business and DVBE Services

707 Third Street, 1st Floor, Room 400 * PO Box 989052

West Sacramento, California 95798-9052 * (800) 659-5529

SB APP 20081031125754

October 31, 2008

REF# 0058646
RYAN SNYDER ASSOCIATES LLC
431 S BURNSIDE AVE #10C
LOS ANGELES CA 90036-5349

Dear Business Person:

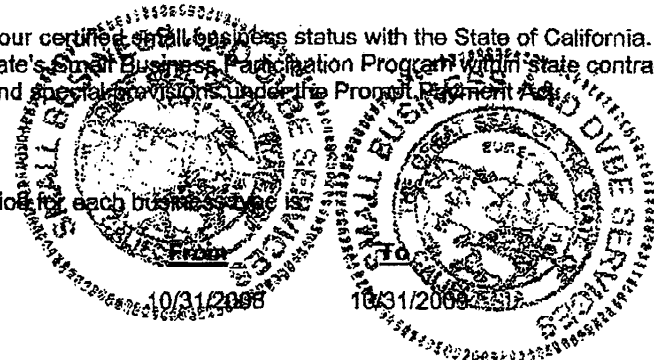
Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment Act.

Certification period

Your certification period for each business cycle

Industry

SERVICE



Annual Submission Requirement

To maintain your certified status, you must annually submit to the Office of Small Business and DVBE Services (OSDS), proof of annual receipts and proof of employees for your firm and each of your affiliates (if any).

Proof of Annual Receipts

Submit to OSDS, a copy of your firm's and any affiliate firm's ENTIRE federal tax return each year following your certification. Include ALL accompanying schedules, forms, statements, and any other support documents filed with that specific tax return.

If you request a tax filing extension with the Internal Revenue Service, submit to our office a copy of the extension form. When your tax returns are filed, submit a copy of the entire federal tax return to our office.

Proof of Employees

If you have employees whose taxable wages are reported to the California Employment Development Department (EDD) on a quarterly basis, you must annually submit to our office along with your proof of annual receipts, proof of employees for your firm and any affiliates.

We will accept a copy of the EDD's "Quarterly Wage and Withholding Report" (Form DE6) or other format accepted by the EDD. Your employee documents must cover the same four quarters as the tax return you submit for your proof of annual receipts.

If you have out-of-state employees, submit the employee documentation comparable to EDD's "Quarterly Wage and Withholding Report" for the same four-quarter period.

Maintaining Your Online Certified Firm Profile

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name: Ryan Snyder Associates, LLC

2. Type of Entity:
 non-government nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Ryan Snyder

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

Ryan Snyder

Prepared by: Ryan Snyder

Title: President

Phone: 323-571-2910

Date: October 31, 2008