

# Agenda Report

August 28, 2017

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH MNS ENGINEERS INC., CABRINHA, HEARN & ASSOCIATES, AND IMEG CORP (DBA TTG ENGINEERS), TO PROVIDE LAND SURVEY CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$1,000,000 FOR EACH CONSULTANT**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the actions proposed herein are exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with MNS Engineers Inc. for Land Survey Consultant Services for three years with option for two, one-year extensions at the discretion of the City Manager in an amount not to exceed \$200,000 per year for a total of \$1,000,000;
3. Authorize the City Manager to enter into a contract based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with Cabrinha, Hearn & Associates for Land Survey Consultant Services for three years with option for two, one-year extensions at the discretion of the City Manager in an amount not to exceed \$200,000 per year for a total of \$1,000,000; and
4. Authorize the City Manager to enter into a contract based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with IMEG Corp (dba TTG Engineers) for Land Survey Consultant Services for three years with option for two, one-year extensions at the discretion of the City Manager in an amount not to exceed \$200,000 per year for a total of \$1,000,000.

**BACKGROUND:**

In 2015, the City entered services contracts with MNS Engineers Inc. and IMEG Corp for land survey consulting services. The services provided include plan review of subdivision maps for private developments, and various field survey and right-of-way engineering work for the City’s capital improvement projects. Both of these contracts expire in late 2017.

The Department of Public Works is seeking qualified land survey consulting firms to provide professional services for both City and private development projects on an as-needed basis, including but not limited to various capital improvement projects and subdivision map reviews for private developments. The scope of services may include: topography mappings utility surveys; survey monumentation establishment and preservation; construction staking; right-of-way engineering support; boundary surveys; preparation of legal descriptions; and plan checking of subdivision maps.

The Department of Public Works issued a Request for Proposals (RFP) for Land Survey Consultant Services on May 22, 2017. The City received eight proposals on June 12, 2017 in response to the RFP. Below is a list of proposers:

Firms	City	
MNS Engineers Inc.	Pasadena	Short-Listed
Cabrinha, Hearn & Associates	Pasadena	
IMEG Corp	Pasadena	
Guida Surveying Inc.	Irvine	
KDM Meridian	Lake Forest	
WMB & Associates	Grand Terrace	Others
Vertex Survey Inc.	Santa Clarita	
Henkels and McCoy	Pomona	

Based on the evaluation procedures and criteria specified in the RFP which includes the consultants’ experience, technical competence, and time commitment, the firms were scored and ranked by a selection committee of department staff. The five top-ranked consulting firms, which included three Pasadena firms, were invited for interviews by the committee on July 31, 2017. Attachment A contains a summary of the proposal, interview, and total scoring. MNS Engineers Inc., IMEG Corp dba TTG Engineers, and Cabrinha, Hearn & Associates were ranked the top three firms respectively, and all are recommended to provide professional land survey related services on an on-call basis.

MNS Engineers, Inc. is a local Pasadena business and has over 50 years of land surveying experience. Their expertise includes land and construction surveying, right-of-way engineering, and municipal services. MNS has provided on-call surveying services to various public agencies such as Caltrans; the cities of Santa Monica, Simi Valley, and San Jose; and the counties of Santa Barbara, Ventura, and Riverside. MNS Engineers currently is under Contract No. 30,250 with the City for Survey Consultant

Services. The Contract will expire in October 2017. In addition to multiple subdivision map reviews for the Department of Public Works, MNS Engineers, Inc. has also worked on survey monument re-establishment on Seco Street, title and license research for the Plaza Las Fuentes underground parking structures for the Department of Transportation, and topography survey on Sterling Place for the Department of Water and Power. MNS has provided services for the City for approximately \$120,000.

Cabrinha, Hearn & Associates has over 40 years of experience providing professional surveying and mapping services to both public and private agencies. Cabrinha, Hearn & Associates provided survey consultant services for the City from 1997 to 2015. They completed over 100 projects for the Department of Public Works, including the survey mapping for the Civic Center Improvement Project in front of City Hall in 2006. Cabrinha, Hearn & Associates has provided services for the City for approximately \$525,000. They also have experience working for the Metropolitan Transit Authority to provide topographic surveys and horizontal and vertical control surveys for the Gold Line and Purple Line extension projects. Other notable projects include providing construction staking and structure monitor surveys for the Pasadena Convention Center Renovation and Expansion in 2009 as well as the Rose Bowl Renovation project in 2012.

IMEG Corp is a local Pasadena business and has almost 60 years of professional experience providing both land surveying and structural engineering services. IMEG Corp is currently under Contract No. 30,196 with the City for Survey Consultant Services. The Contract will expire in November 2017. They have performed multiple subdivision map reviews for private developments under the current contract. They have also worked on several City projects through a purchase order contract, including the Pasadena Ice Rink; Fire Stations 32, 33 and 39; and Villa Parke Community Center. IMEG Corp has provided services for the City for approximately \$415,000.

Based on the scoring in Attachment A, it is recommended that the City enter into three separate on-call contracts with MNS Engineers Inc., Cabrinha, Hearn & Associates, and IMEG Corp. Each contract will be set up with an amount not to exceed \$200,000 per year each over a three-year term with option for two, one-year extensions to be exercised at the City Manager's discretion commencing the date that each contract is fully executed.

#### **COUNCIL POLICY CONSIDERATION:**

These contract awards are consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure, support and promote the quality of life and local economy, and ensure public safety.

#### **ENVIRONMENTAL ANALYSIS:**

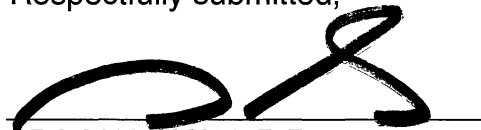
These actions proposed herein are exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3). The contracts are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect

on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA. These contracts would retain consultants for land survey services only. The specific designs and subsequent construction of capital improvement projects will be subject to appropriate project-level environmental review at the time each is brought forward for first discretionary action. The environmental issues for the private developments will be addressed during the planning entitlement phase.

**FISCAL IMPACT:**

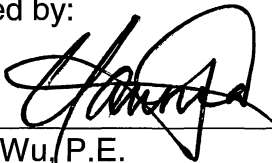
The cost of the three contracts is a maximum of \$3,000,000 over five years. Funding for the selected survey consulting firms to provide subdivision map checking services will be provided by the respective developers. The City requires the private developers of the maps to submit sundry deposits for the review services. Funds from these deposits will be used to pay the consulting firms for their professional services. Funding for the City's capital improvement projects exists within various budgeted capital project appropriations in the Capital Improvement Program. The land survey services and funding availability for each project will be evaluated on an as-needed basis.

Respectfully submitted,



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Approved by:



STEVE MERMELL  
City Manager