



Agenda Report

August 21, 2017

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: CONTRACT AWARD TO DKS ASSOCIATES FOR THE PREPARATION OF ENVIRONMENTAL DOCUMENTATION, PRELIMINARY ENGINEERING, PREPARATION OF PLANS, SPECIFICATIONS, ESTIMATE, RIGHT-OF-WAY AND PUBLIC OUTREACH FOR THE UNION STREET TWO-WAY PROTECTED BIKEWAY PROJECT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
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 DKS Associates for consultant services for the preparation of environmental documentation, preliminary engineering, preparation of plans, specifications, estimate (PS&E), right-of-way and public outreach for the Union Street Two-way Protected Bikeway (Cycle Track) Project for an amount not to exceed \$999,714.

BACKGROUND:

The City applied for funds through the Los Angeles County Metropolitan Transportation Authority (Metro) Call for Projects in January 2015 for the Cycle Track Project. As a result of this application, the City was awarded \$2,714,430 Metro Call for Projects Grant Funds. On November 7, 2016 the City Council approved the Letter of Agreement and directed staff to ensure meaningful outreach with the affected constituencies during the project's design phase, and report back to the City Council on safety and American with Disability Act (ADA) issues will be addressed.

Public Involvement

At the outset of the project, the DKS Team will prepare an Outreach Plan that will outline the timing, purposes, potential locations and audiences for all engagement

efforts. Prior to the development of design the DKS Team will address all safety and ADA concerns identified by the public. There will be three outreach phases: the first will reintroduce the project and solicit input, the second will be to present and solicit input on sixty percent design, and the third phase will be to present and solicit input on ninety percent design.

CONSULTANT SELECTION:

The City released a Request for Proposal (RFP) for Consultant Services for the Preparation of Environmental Documentation, Preliminary Engineering, (PS&E), Right-of-Way, and Public Outreach for the Cycle Track Project on January 31, 2017. The RFP was advertised through the City's bid notification system, Planet Bids. The solicitation was downloaded by sixty-two firms and eight of those sixty-two were local firms. On March 30, 2017, four firms submitted complete and responsive proposals. Three of the four teams were led by a local Pasadena firm and all four had a local Pasadena sub-consultant.

The four proposals were independently evaluated by Department of Transportation staff and staff from the Purchasing Division of the Finance Department. As required by the state funding for the project, the scoring criteria and methodology contained in Caltrans Local Assistance Procedures Manual were used to evaluate the proposals.

The firms with the top two ranked proposal were interviewed. See Attachment A for a table of the evaluation scores. A summary of the evaluation is the following:

Team Lead	Location	Average Proposal Score
Psomas	Pasadena, CA	80.8
DKS Associates	Pasadena, CA	91.8
KOA Corporation	Orange, CA	88.2
Stantec	Pasadena, CA	82.2

DKS Associates scored higher in the areas of Project Understanding and Project Approach and thus rated the highest based on the rating criteria stated in the RFP. DKS Associates project team has extensive experience in cycle track design and outreach that was overall favorable to the City because of the quality and experience that the project team delivers. Their cycle track design team, Toole Design Group, has worked on several projects throughout the nation. With a high degree of understanding bicycle and pedestrian safety in design and regulations, Toole Design Group represents high quality bicycle design, creative engineering, and an understanding of balancing safety with all users. DKS Associates included Arellano Associates on their outreach team to assist in blending engineering design ideas and design characteristics to an uncomplicated explanation that can be easily understood. As a result, staff feels confident in DKS Associates project team proposed delivery of a product that moves the City of Pasadena in a direction toward improving travel and safety for all users.

The proposed contract fully complies with the City's Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.047 as well as all federal

requirements for procurement, as identified in the Office of Management and Budget (OMB) 2 CFR Part 200 and 1201.

PROJECT CONSTRUCTION

The scope of the contract includes securing “authorization to proceed with the construction” of the project from Caltrans. Staff will seek City Council’s approval of the project construction contract in Fiscal Year 2019. Funding from the balance of Metro Call for Projects grant and other sources will be used for the construction of the project.

COUNCIL POLICY CONSIDERATION:

The Cycle Track Project supports the General Plan guiding principle that Pasadena will be a city where people can circulate without cars. The Cycle Track Project will directly assist the Department of Transportation in implementing the following objectives of the Mobility Element:

- Enhance Livability
- Encourage walking, biking, and other alternatives to motor vehicles.

Additionally, the project supports the Green City Action Plan by promoting environmentally sustainable programs at the local and regional levels. The City of Pasadena’s Mobility Element gives direction to enhance bicycle safety through policy 1.7 – *Design streets to achieve safe interaction for all modes of travel particularly for pedestrians and bicycle users.*

ENVIRONMENTAL ANALYSIS:

The proposed action is an authorization to contract with DKS Associates for the preparation of technical studies and design of the Union Street Two-way Protected Bikeway (Cycle Track) Project. This action is the preparation of a technical study only and is therefore exempt from CEQA per Section 15061(b)(3) (General Rule).

FISCAL IMPACT:

The cost of this action will be \$999,714. Funding for this action will be addressed by the utilization of existing Capital Improvement Program budgeted appropriation in the Cycle Track Project (75087).

The following table represents the sources of funds that will be used for this contract:

CONTRACT FUNDING SOURCE	FUNDS AVAILABLE
Metro Reimbursable Grant (Fund 301)	\$ 745,000
Local Match – Measure R (Fund 313)	\$ 254,714
TOTAL CONTRACT AMOUNT	\$ 999,714

The contract administration and staff time cost to implement this project is approximately \$100,000 and would be paid partially by the Metro Reimbursable Grant and partially by the Department Operating Budget.

Respectfully submitted,

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FREDERICK C. DOCK
Director
Department of Transportation

Prepared by:


Richard W. Dilluvio
Pedestrian and Bicycle Coordinator

Approved by:


STEVE MERMELL
City Manager

Attachments: (1)

Attachment A – Summary of Scores and Final Ranking