



# Agenda Report

July 10, 2017

**TO:** Honorable Mayor and City Council  
**FROM:** Water and Power Department  
**SUBJECT: AUTHORIZE A SERVICE CONTRACT WITH HARBRO ENVIRONMENTAL, INC. FOR AN AMOUNT NOT TO EXCEED \$250,000 FOR THE WATER AND POWER DEPARTMENT**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is categorically exempt pursuant to the guidelines of the California Environmental Quality Act ("CEQA") Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, Class 1 §15301 (Existing Facilities); and
2. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to the City Charter Section 1002 (F), contracts for professional or unique Services, with Harbro Environmental, Inc., for asbestos abatement for three years in the amount of \$150,000.
3. Authorize the City Manager to extend the contract for up to two additional one-year options each not to exceed \$50,000.

## **BACKGROUND:**

Pasadena Water and Power ("PWP") has approximately 7,623 underground utility vaults that contain various high voltage equipment and cables. During the normal course of operations and maintenance of these vaults, PWP requires the services of a hazardous material abatement contractor which can remove asbestos from cables and structural components within these underground utility vaults.

The contractor will supply all labor, materials, equipment, services, notifications, clearances, decontamination, insurance, permits and equipment necessary to successfully carry out the work and dispose of the asbestos in accordance with all applicable Federal, State and local regulations.

On March 23, 2017, PWP issued a Request for Proposal ("RFP") for Asbestos Abatement services for the Water and Power Department, which was published in *The*

*Pasadena Star News* and posted on the City's web site and Planet Bids. The RFP was downloaded by 34 vendors. One responsive proposal was received on April 26, 2017.

Staff believes that lack of response from bidders could be because this work requires special experience of asbestos abatement in confined areas that have high voltage cables and other electrical equipment. The contractor must employ workers qualified to work in this environment and use special equipment to handle and dispose hazardous materials in accordance with all applicable regulations.

The proposal was evaluated per the following criteria: Qualifications and Experience, Staff Support and Responsiveness, Cost of Services, and Corporate Strength. The evaluation criteria also included a 5% preference for both Pasadena Local Businesses and Small or Micro Businesses. A summary of the evaluation is provided in Attachment 1.

Proposal results are as follows:

<b>Proposer/Location</b>	<b>Average Cost per Vault</b>	<b>Number of vaults inspected per year</b>
Harbro Environmental, Inc., Cypress, CA	\$5,000	6-10 vaults per year

It is staff's recommendation to award a three-year contract to Harbro Environmental for an amount not to exceed \$150,000 with two additional one-year options each not to exceed \$50,000 without further approval from the City Council. The proposed contract fully complies with Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 15, 2014. Staff is not aware of any local Pasadena vendors for this type of specialized service; therefore, no local outreach was conducted. This work will be performed on a time and materials basis.

Harbro Environmental has received a total of one contract award for a total amount not-to-exceed \$24,999 since 2016 for asbestos abatement.

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

The proposed contract is consistent with the Public Facilities Element of the General Plan and supports the Council's goal to improve, maintain and enhance public facilities infrastructure; to provide a high level of public service which adds to the quality of life in the City and increase its attractiveness through more efficient management of resources.

#### **ENVIRONMENTAL ANALYSIS:**

The proposed contract is exempt from CEQA pursuant to the State CEQA Guidelines Section 15301. Section 15301 (Existing Facilities) exempts actions (such as maintenance, repair, operation, etc.) relating to existing facilities where there is negligible or no expansion of the use. The proposed contract provides for the removal and disposal of asbestos containing "Flamastic" from cables and structural components within underground utility vaults during the normal course of operations and maintenance. No expansion of use is proposed.

**FISCAL IMPACT:**

The maximum cost of this action will be \$250,000 including two additional one-year options. Funding for this action will be addressed by the utilization of existing budgeted appropriations and future appropriations in the Power Operating Fund 401, Other Contract Services account (47405910-811400). It is anticipated that \$50,000 of the cost will be spent during the current fiscal year. The remainder of the costs will be spent over the next four fiscal years.

The anticipated impact to other operational programs or capital projects as a result of this action will be none.

Respectfully submitted,



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*for*   
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