



Agenda Report

August 26, 2019

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: CONTRACT AWARD TO KOA CORPORATION FOR CONSULTANT SERVICES TO PREPARE A TRAFFIC ANALYSIS AND IMPLEMENTATION PLAN FOR FOUR BIKE BOULEVARDS (GREENWAYS) IN THE CITY OF PASADENA'S BICYCLE TRANSPORTATION ACTION PLAN (BTAP).

RECOMMENDATION:

It is recommended that the City Council:

1. Find that acceptance of this grant is exempt from the California Environmental Quality Act (CEQA), Section 15061 (b) (3) of the State CEQA Guidelines; and
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with KOA Corporation for consultant services to prepare a traffic analysis and implementation plan for four bike boulevards (Greenways) in the City of Pasadena's Bicycle Transportation Action Plan (BTAP) in an amount not to exceed \$101,000 which includes the base contract amount of \$91,803 and a contingency of \$9,197 to provide for any necessary change orders.

BACKGROUND:

The BTAP was adopted in 2015 as part of the Mobility Element of the General Plan. It serves as a guiding document for bicycle infrastructure improvement opportunities throughout the City. The BTAP provided specific improvement recommendations such as buffered bike lanes or cycle tracks for five east-west corridors and bicycle boulevard supportive infrastructure for five north-south corridors. These corridors are shown on Attachment A.

While some of these improvements have been implemented, this project will provide an updated and more detailed guide to implement bicycle infrastructure improvements to the four north-south corridors that have yet to be improved. One of the five north-south BTAP corridors, Holliston Avenue, will be improved as part of the ongoing Union Street

Protected Bike Lane project. As such, it is not included in the scope of this project. The traffic study and implementation plan will evaluate the potential effects to travel patterns and traffic operations by the proposed roadway network modifications to the four study area bike boulevards found in the City's BTAP. This analysis will provide recommendations for alternative improvements if they are more feasible and/or similarly effective. The project corridors are:

- El Molino Avenue between Atchison Street and Bonita Drive
- Wilson Avenue between Washington Boulevard and California Boulevard
- Sierra Bonita Avenue between Washington Boulevard and Colorado Boulevard
- Craig Avenue between Orange Grove Boulevard and Del Mar Boulevard

The implementation plan will describe the opportunities, constraints, and a rough order of magnitude cost estimate of implementing each proposed BTAP improvement. As part of the implementation plan, a conceptual design level drawing will be developed for each proposed BTAP improvement. The FY2020 Capital Improvement Program has funding allocated for the preliminary design component of this project through the Pasadena Bicycle Program FY2016-2020 (75075). However, the final design and construction components of this project are currently unfunded. This implementation plan will identify the funding needs for the final design and construction component of this project.

This traffic analysis and implementation plan is scheduled to be completed by the end of spring 2020.

CONSULTANT SELECTION:

The City released a Request for Proposal (RFP) on Planetbids for consultant services to prepare a traffic analysis and implementation plan for four Bike Boulevards (Greenways) in the City of Pasadena's BTAP on June 10, 2019 with a due date of July 11, 2019. The RFP was advertised through the City's bid notification system, Planet Bids. The solicitation was downloaded by 49 potential bidders. Four proposals were ultimately submitted.

The list of proposers who participated in this RFP, including their location and summary of evaluation scores, can be found in Attachment B.

The four proposing firms are experienced and qualified to perform this project. Several proposals were very close in the RFP stated rating criteria categories of Project Understanding, Staffing, and Experience. KOA Corporation scored the highest overall. Their experience on recent Pasadena bicycle and pedestrian studies contributed to their thought out project understanding and approach and will provide the best value for this project.

The proposed contract fully complies with the City's Competitive Selection process. The contract with KOA Corporation for the preparation of the traffic analysis and

implementation plan will be for an amount not-to-exceed \$101,000. The contract amount includes all the cost for the attendance at project meetings, preparation of project reports, submittal of all project deliverables (report, conceptual plans), presentations at up to three public meetings, and a contract contingency of \$9,197.

KOA Corporation has successfully conducted business with the City in the past and has fulfilled their contractual commitments. In 2018 KOA was awarded a purchase order for the North Fair Oaks Avenue Traffic Study in the amount of \$23,952. They also currently have an on-call project management services contract with the City, through the Department of Public Works, in the amount of \$200,000 per year for three years.

COUNCIL POLICY CONSIDERATION:

The traffic analysis and implementation plan supports the General Plan guiding principle that Pasadena will be a city where people can circulate without cars. The program will directly assist the Department of Transportation in implementing the following objectives of the Mobility Element:

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

Specifically, this project addresses the following policy of the Mobility Element:

- Policy 1.11 Design streets to reflect the mobility needs of the adjacent land use context to support healthy activities such as walking and bicycling.
- Policy 1.17 Design streets to improve access to destinations by transit, bicycle, and walking.
- Policy 1.19 Develop measures to reduce conflict areas for bicyclists such as driveways and right turn lanes.
- Policy 1.23 Improve public health by supporting walking and bicycling throughout the City.
- Policy 2.5 Develop and maintain a comprehensive and integrated system of reduced stress bikeways and increase bicycle parking at destinations to promote bicycle riding as a mode of transportation.
- Policy 2.8 Maintain existing and identify new opportunities for bicycle infrastructure.

ENVIRONMENTAL ANALYSIS:

The City's Environmental Administrator has determined the program is categorically exempt under the California Environmental Quality Act ("CEQA") Guidelines in Section 15061 (b) (3), the General Rule. The proposed action is to provide a traffic analysis report and conceptual drawings of potential improvements. The activity is covered by the general rule that CEQA only applies to programs that have a potential for causing a significant effect on the environment. A Notice of Exemption for the program will be filed with the Los Angeles County Clerk before the end of this month, as required. In addition, there are no changed circumstances or new information which would require further environmental review.

FISCAL IMPACT:

The total compensation under this contract will be an amount not to exceed \$101,000 corresponding to \$91,803 as base contract and \$9,197 set aside as a contingency (approximately 10 percent) for any unforeseen project costs. The contract administration and staff time cost for project implementation and review is \$10,000 and has been programmed in the Capital Improvement Program budget.

It is anticipated that the entire amount will be spent during fiscal year 2020.

The following table presents a contract summary.

Base Contract Amount: FY 2020	\$ 91,803
Contingency	\$ 9,197
Subtotal	\$101,000
Contract Administration Implementation	\$ 10,000
Total Fiscal Impact	\$111,000

Existing budget appropriation for this contract award and associated project management is available in the Capital Improvement Program budget for the Pasadena Bicycle Program (75075).

Respectfully submitted,



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Approved by:



STEVE MERMELL
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Attachment: (2)

Attachment A – Bicycle Transportation Action Plan Project Map
Attachment B – Proposal Summary Scores