



# Agenda Report

October 28, 2019

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Department of Transportation

**SUBJECT: CONTRACT AWARD TO WISS, JANNEY, ELSTNER ASSOCIATES, INC. FOR GARAGE ASSESSMENT SERVICES ON CITY-OWNED GARAGES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Article 19, Section 15306 in accordance with Section 21084 of the Public Resources Code; and
2. Amend the Department of Transportation's Fiscal Year (FY) 2020 Operating Budget with an appropriation of \$275,275 from the unappropriated fund balance of the Off-Street Parking Facilities Fund; and
3. Authorize the City Manager to enter into a contract as a result of a competitive selection process as set forth in Pasadena Municipal Code Section 4.08.047 with Wiss, Janney, Elstner Associates, Inc. to assess the physical conditions of nine City-owned garages in an amount not to exceed \$275,275 which includes a contingency of \$36,000.

## **BACKGROUND:**

The City of Pasadena owns nine parking structures in the downtown area. The oldest of these structures were built in 1970, while the newest were built in 2003. An assessment of the physical conditions of these garages is needed to identify the level of investment required to correct any deficiencies, ensure structural safety, and prolong the useful life of the structures. Development of a prioritization of improvements will subsequently be used to inform project development.

In 2010 the Department of Transportation contracted with Walker Parking Consultants to complete an assessment of the nine garages. Walker developed a 10-year plan for the garages with an estimated cost of \$25,000,000. Due to funding constraints only a portion of this work has been completed to date. A more current assessment is now warranted.

On May 15, 2019, the Department of Transportation released a Request for Proposals (RFP) to solicit proposals for the services of a Parking Structure Assessment firm to assess the physical conditions of nine City-owned parking structures in Pasadena. A total of five proposals were received and evaluated by a review panel. Scoring details are provided in Attachment A. Below is a summary of the companies that submitted proposals and their average score:

Wiss, Janney, Elstner Associates, Inc. – Pasadena, CA	71.5
Watry Design, Inc. – San Jose, CA	60.5
P-Cubed Associates, Inc. – Glendale, CA	54.7
Walker Consultants – Los Angeles, CA	49.0
Orsa Consulting Engineers, Inc. – Fullerton, CA	22.5

Based on review of the selection criterion, Wiss, Janney, Elstner Associates was awarded the highest score. While this is the first time the City has worked with this firm, they have demonstrated extensive experience in the maintenance and assessment of parking garages. Their selection is based on prior successful completion of projects with similar scope for other garages, recommendations received from other clients, and for their ability to process testing with their in-house laboratory. It is recommended that Wiss, Janney, Elstner Associates be awarded the contract.

The breakdown of the contract amount is as follows:

Project Cost	\$239,275
Contingency (15%)	\$ 36,000
<b>Contract Total</b>	<b>\$275,275</b>

The Garage Assessment study is anticipated to be completed in Spring 2020. This project was not originally included in the FY2020 budget because staff was not sure of the final project cost. Therefore, staff is requesting additional budget appropriation of \$275,275 from Fund 407 fund balance into the following accounts.

**COUNCIL POLICY CONSIDERATION:**

This project supports the City Council's Goals to Improve, Maintain and Enhance Public Facilities and Infrastructure and Ensure Public Safety; furthers the City Council's Strategic Planning Goal of Maintaining Fiscal Responsibility and Stability; and the City Council's Goal of Ensuring Public Safety.

**ENVIRONMENTAL ANALYSIS:**

The work to be awarded is exempt as noted above. Environmental review will be performed in conjunction with the Planning and Development Department as each project is approved for design and/or construction.

**FISCAL IMPACT:**

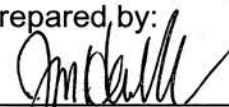
The total cost of this action is \$275,275, which includes a contingency of \$36,000, to award a contract with Wiss, Janney, Elstner Associates, Inc. to assess the physical conditions of nine City-owned garages. Funding for this action will be addressed by an increase in appropriations as detailed below.

<b>Garage</b>	<b>Account</b>	<b>Amount</b>
Holly	40724009-811400	\$24,369
Plaza Las Fuentes	40724012-811400	\$37,636
Schoolhouse	40724023-811400	\$40,659
Delacey	40724024-811400	\$23,286
Marriott	40724025-811400	\$6,634
Marengo	40724029-811400	\$32,266
Los Robles	40724030-811400	\$23,240
Paseo Sub	40724031-811400	\$60,109
Del Mar	40724032-811400	\$27,076
<b>Total</b>		<b>\$275,275</b>


Respectfully submitted,

  
LAURA CORNEJO  
Director  
Department of Transportation

Prepared by:

  
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Approved by:

  
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City Manager

Attachment (1):

Attachment A – Garage Assessment Services on City-Owned Garages Proposal Scores