

Agenda Report

August 16, 2021

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: CONTRACT AWARD TO EVAN BROOKS ASSOCIATES, INC. TO PROVIDE NEIGHBORHOOD TRAFFIC MANAGEMENT PLANS FOR NORTH RAYMOND AVENUE AND MOUNTAIN STREET CORRIDORS

RECOMMENDATION:

It is recommended that the City Council:

1. Find this action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b) (3); and
2. Authorize the City Manager to enter into a contract, as a result of the competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Evan Brooks Associates, Inc. for consultant services to provide Neighborhood Traffic Management Plans (NTMP) for North Raymond Avenue and Mountain Street corridors in an amount not to exceed \$130,000 which includes the base contract amount of \$108,149 and a contingency of \$21,851 to provide for any necessary change orders. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services).

BACKGROUND:

The Department of Transportation (DOT) is constantly exploring ways to enhance traffic safety, walkability, and bicycle safety through community requested traffic investigations and through the Citywide Complete Streets Program identified in the Capital Improvement Program (CIP). The Citywide Complete Streets Program covers a range of traffic safety projects, from small scale traffic calming improvements such as speed hump investigations and refurbishment to larger scale NTMP projects. Traffic investigations can produce straightforward, easy to implement improvements such as signage, striping, and signal adjustments. However, some investigations do not result in straightforward solutions. As such, a larger scale Neighborhood Traffic Management Plan effort is required.

DOT staff selected the following three corridors for NTMPs due to their histories of safety concerns without obvious remedies:

1. Raymond Avenue between Montana Street and Washington Boulevard
2. Mountain Street between Fair Oaks Avenue and Los Robles Avenue
3. Mountain Street between Lake Avenue and Hill Avenue

In order to develop potential solutions utilizing a focused NTMP process, DOT staff sought proposals from qualified consultants to conduct public engagement and develop improvement concepts and construction cost estimates.

The NTMP process is appropriate in cases where the traditional traffic investigation process does not adequately address ongoing safety concerns. Each Neighborhood Traffic Management Plan (NTMP) process is neighborhood specific and consists of iterative rounds of public engagement and engineering analysis before producing targeted, effective, and locally supported improvements. Through the NTMP process, it is often the case that improvements can transform a neighborhood through the implementation of improvements that influence travel patterns and change parking patterns. This community-driven process is time and labor intensive and will require individual efforts for each of the three corridors. To ensure a consistent approach and work effort, DOT proposes contracting with one firm to conduct all three efforts.

The FY2022 Capital Improvement Program has funding allocated for this effort through the Citywide Complete Streets Program (75114). This NTMP process only covers outreach, public engagement and preliminary design components. Final design and construction components are currently unfunded. This NTMP effort will identify funding needs based on the final concepts.

These three NTMP efforts will take approximately 6-8 months per corridor with some overlap and are anticipated to be completed 18 to 24 months from the time the contract is executed.

SELECTION PROCESS:

The request for proposals (RFP) for this project was posted via Planet Bids on April 30, 2021. The posted bid document was downloaded by 56 prospective bidders. Two proposals were submitted. Proposals were evaluated by city staff from the Department of Transportation and the Planning and Community Development Department using the following criteria and weights as noted in the RFP:

Criteria	Maximum Points	Evan Brooks Associates, Inc.	Toole Design
Proposed Solution	30.00	21.00	26.25
Experience	30.00	19.50	28.00
Cost Proposal	30.00	30.00	22.00
Local Pasadena Business	5.00	5.00	0.00
Small / Micro-Business	5.00	5.00	0.00
Total	100.00	80.50	76.25

The list of proposers and their scores are also shown in the above table. A detailed table of the evaluation scores, including additional proposer information, can be found in Attachment A.

The two proposing firms are both experienced and qualified to perform this project. Evan Brooks Associates, Inc. scored the highest overall. Their proposed cost and status as a small business local to Pasadena contributed to their score and will provide the best value for this project. Evan Brooks Associates, Inc. has successfully conducted business with the City in the past and has fulfilled their contractual commitments. In 2020, Evan Brooks Associates, Inc. was awarded a purchase order for the Rosemont Avenue NTMP in the amount of \$38,286. Evan Brooks Associates, Inc. completed their report and analysis for this project in June 2020.

The proposed contract fully complies with the City's Competitive Selection process. The contract with Evan Brooks Associates, Inc. to provide Neighborhood Traffic Management Plans for North Raymond Avenue and Mountain Street corridors will be for an amount not-to-exceed \$130,000. The contract amount includes the cost of attendance at project meetings, preparation and presentation at up to 12 public meetings, preparation of project reports, submittal of all project deliverables (reports, conceptual plans, cost estimates), and a contract contingency of \$21,851.

COUNCIL POLICY CONSIDERATION:

This project supports the General Plan guiding principle that Pasadena will be a city where people can circulate without cars. The project will directly assist DOT 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 policies of the Mobility Element:

- Policy 1.11 Design streets that 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 1.23 Improve public health by supporting walking and bicycling throughout the City.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3), which states:

"The activity is covered by the common sense exemption 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 CEQA."

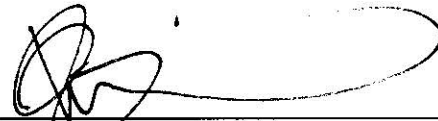
FISCAL IMPACT:

The total amount of this contract is \$130,000. The following table represents the contract summary:

Base Contract	\$ 108,149
Contingency Allowance (~20%)	\$ 21,851
Total Contract Amount	\$ 130,000


Funding for this action will utilize budgeted appropriations in the Capital Improvement Program for Citywide Complete Streets Program (75114) budget.

Respectfully submitted,



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Director
Department of Transportation

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Approved by:


STEVE MERMELL
City Manager

Attachment: (1)

Attachment A – Proposal Summary Scores