

# Agenda Report

August 1, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: CONTRACT AWARD TO MNS ENGINEERS, INC.; CABRINHA, HEARN AND ASSOCIATES; AND DAVID EVANS AND ASSOCIATES FOR ON-CALL LAND SURVEY CONSULTING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$1,000,000 FOR EACH CONSULTANT**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find the project proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 5, Section 15061(b)(3), the General Rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment;
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with MNS Engineers, Inc. for Land Survey Consultant Services for four years with one optional one-year extension at the discretion of the City Manager and on terms and conditions set forth in this agenda report for a total amount not-to-exceed \$1,000,000. Competitive bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services);
3. Authorize the City Manager to enter into a contract, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Cabrinha, Hearn and Associates for Land Survey Consultant Services for four years with one optional one-year extension at the discretion of the City Manager and on terms and conditions set forth in this agenda report for a total amount not-to-exceed \$1,000,000. Competitive bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); and
4. Authorize the City Manager to enter into a contract, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with David Evans and Associates for Land Survey Consultant Services for

four years with one optional one-year extension at the discretion of the City Manager and on terms and conditions set forth in this agenda report for a total amount not-to-exceed \$1,000,000. Competitive bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services);

5. Authorize the City Manager to extend the term of the contracts.

**BACKGROUND:**

In 2017, the City entered into five-year contracts with MNS Engineers Inc., Cabrinha, Hearn and Associates, and IMEG Corp for on-call land survey consulting services. The on-call services provided included plan review of subdivision maps for private developments, as well as various field survey and right-of-way engineering work for the City's capital improvement projects. These contracts will expire in November 2022.

As such, the Department of Public Works is seeking qualified land survey consulting firms to provide professional services for the subsequent five years on an as-needed basis for various capital improvement projects and subdivision map reviews for private developments. The scope of services may include: topography mappings utility surveys; survey monumentation establishment and preservation; construction staking; right-of-way engineering support; boundary surveys; preparation of legal descriptions; and plan checking of subdivision maps.

The Department of Public Works issued a Request for Proposals (RFP) for On-Call Land Survey Consultant Services on April 6, 2022. The City received eight proposals on May 5, 2022 in response to the RFP. Below is a list of responsive proposers:

<b>Firms</b>	<b>City</b>	
MNS Engineers, Inc.	Thousand Oaks	Shortlisted for interviews
Cabrinha, Hearn and Associates	Pasadena	
David Evans and Associates	Ontario	
Coast Surveying, Inc.	Tustin	
Moran Consulting Corporation	Long Beach	
Tetra Tech	Pasadena	
Cannon	Irvine	
Meyer Land Surveying	Oak Hills	

The firms were scored and ranked by a selection committee, comprised of staff from the Public Works Department, based on the evaluation procedures and criteria specified in the RFP, which included the consultants' experience, technical competence, and time commitment. The five top-ranked consulting firms were interviewed by the committee on June 20, 2022. Attachment A contains a summary of the proposal, interview, and total scoring.

MNS Engineers, Inc., Cabrinha, Hearn and Associates and David Evans and Associates, the top three ranked firms following the interviews, are all recommended to provide professional land survey related services on an on-call basis. Using the criteria established in the RFP as a baseline, each of these firms were able to elaborate on their organization's technical capabilities, understanding and approach of the work scope, experience with the City of Pasadena and other public agencies, staff resources allocation, and commitment on timely deliverables.

MNS Engineers, Inc. (MNS), based in Thousand Oaks, has over 50 years of land surveying experience. Their expertise includes land and construction surveying, right-of-way engineering, and municipal services. MNS has provided on-call surveying services to various public agencies such as Caltrans; the cities of Santa Monica, Simi Valley, and San Jose; and the counties of Santa Barbara, Ventura, and Riverside. MNS Engineers is currently performing work for the City of Pasadena under contract number 30,999 for Survey Consultant Services. This contract will expire in November 2022. In addition to multiple subdivision map reviews for the Department of Public Works, MNS has also worked on survey monument re-establishment on Seco Street, title and license research for the Plaza Las Fuentes underground parking structures for the Department of Transportation, and topography survey on Sterling Place for the Department of Water and Power. Since 2018, MNS has provided services for the City totaling \$147,000.

Cabrinha, Hearn and Associates, located in Pasadena, has over 40 years of experience providing professional surveying and mapping services to both public and private agencies. Cabrinha, Hearn and Associates has provided survey consultant services for the City since 1997 and is currently is under contract number 31,004 with the City for Survey Consultant Services. This contract will expire in November 2022. In addition to multiple subdivision map reviews for private developments, they completed over 100 public projects for the Department of Public Works, including survey mapping for the Civic Center Improvement Project in front of City Hall in 2006. They also have experience working for the Metropolitan Transit Authority providing topographic surveys and horizontal and vertical control surveys for the Gold Line and Purple Line extension projects. Other notable projects include providing construction staking and structure monitor surveys for the Pasadena Convention Center Renovation and Expansion in 2009 as well as the Rose Bowl Renovation project in 2012. Since 2018, Cabrinha, Hearn and Associates has provided services for the City totaling \$50,000.

David Evans & Associates, Inc., based in Ontario, was founded over 45 years ago. They have been providing land surveying services since the early 1980s, serving public-sector clients such as the US Army Corps of Engineers. Their expertise includes subdivision map checking services; utility, topographic and control surveys; construction surveying and staking; and survey monumentation establishment and preservation. David Evans & Associates, Inc. has extensive experience in providing on-call services to numerous public agencies, including the California Department of Transportation, California State Parks, Port of Long Beach, and Orange County Public Works. David Evans & Associates, Inc. was previously under contract with the City of Pasadena providing on-call land survey services from 2012 to 2015. They are currently under contract number 31,288 with Department of Public Works for landscape architecture

services. Since 2018, David Evans and Associates has provided services for the City totaling \$329,450.

It is recommended that the City enter into contracts with MNS Engineers, Inc.; Cabrinha, Hearn and Associates; and David Evans and Associates for an amount not-to-exceed \$1,000,000 each over a four-year term, with one optional one-year extension to be exercised at the City Manager's discretion, commencing on the date that each contract is fully executed. The contracts will be on the standard City terms and conditions attached to the RFP and will provide change order authority as to time only, which may be exercised at the sole discretion of the City Manager if there is a need to extend the time for performance.

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

These contracts are consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure, support and promote the quality of life and local economy, and ensure public safety.


#### **ENVIRONMENTAL ANALYSIS:**

These contracts have been determined to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 5, Section 15061(b)(3), the General Rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. These contracts would retain consultants for land survey services only. The specific designs and subsequent construction of capital improvement projects will be subject to appropriate project-level environmental review at the time each is brought forward for first discretionary action. The environmental issues for the private developments will be addressed during the planning entitlement phase.


**FISCAL IMPACT:**

The combined cost of these three contracts is a maximum of \$3,000,000 over a maximum of five years. Funding for private development-related services is provided by each respective applicant. The City collects sundry deposits from applicants in advance of the review services. Funds from these deposits are used to pay the consulting firms for their professional services. Funding for the City's capital improvement projects exists within various budgeted capital project appropriations in the Capital Improvement Program. The land survey services and funding availability for each project will be evaluated on an as-needed basis.

Respectfully submitted,

  
for TONY OLMOS, P.E.  
Director of Public Works

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Approved by:

  
CYNTHIA J. KURTZ  
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Attachment A – Consultant Scoring and Ranking