

Agenda Report

January 10, 2021

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **AUTHORIZATION TO ENTER INTO A CONTRACT WITH HUNTER CONSULTING, INC. (DBA HCI ENVIRONMENTAL & ENGINEERING) TO PROVIDE ON-CALL BIOHAZARDOUS WASTE CLEANUP AND DISPOSAL SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$137,500, FOR UP TO FIVE YEARS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt from review pursuant to the California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines Section 15061 (b)(3), the "common sense" exemption that CEQA only applies to projects that 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, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Hunter Consulting, Inc. dba HCI Environmental & Engineering (HCI Environmental) for on-call biohazardous waste cleanup for an amount not-to-exceed \$55,000 (which includes a \$5,000 contingency to provide for any necessary change orders.) for a period of two years, whichever occurs first. Competitive price bidding is not required pursuant to City Charter Section 1002(F)(contracts for professional or unique services); and
3. Authorize the City Manager to extend the contract for up to three additional one-year periods, each in an amount not-to-exceed \$27,500 (which includes a \$2,500 contingency to provide for any necessary change orders), at the discretion of the City Manager, provided any increases do not exceed the increase in the change in the Los Angeles-Riverside-Orange County consumer's price index for the preceding 12-month period. The maximum contract term is five years and a total not-to-exceed contract value of \$137,500.

BACKGROUND:

The Citizen Service Center (CSC), under the Public Works Department, is a centralized, multi-platform service that connects residents, employees, and other members of the public with various City services. One such service addressed by the CSC is “biohazardous waste” cleanup in public right-of-ways, on and adjacent to City premises, and at bus stops without shelter. Biohazardous waste is defined as human blood, excrement, drug paraphernalia, and other residues that could cause a negative impact to public health. CSC staff has witnessed an increase in this type of service call since FY 2019 that necessitates a multi-year contract to obtain optimal service and leverage pricing.

The Department of Public Works released a Request for Information in May of 2021 to learn more about the industry and best practice. Responses were received from three firms and results were used to inform the development of the Request for Proposals (RFP).

On November 1, 2021, the Department of Public Works published an RFP titled “On-Call Biohazardous Waste Cleanup” on PlanetBids which generated notices to 2,235 vendors registered for these particular services. A total of 33 prospective vendors downloaded the RFP, of which one was identified as local. Two non-local vendors submitted proposals. Additional outreach was conducted to 37 Pasadena firms, notifying them of the opportunity to participate via PlanetBids.

The proposals received were evaluated based on criteria set forth in the RFP and were scored as follows on a scale of 0 to 100. The proposals were evaluated by a panel consisting of employees from three divisions within the Department of Public Works. The table below provides the average total score received by each company:

Company	Location	Score
HCI Environmental	Corona, CA	74 points
Woods Maintenance Services, Inc.	North Hollywood, CA	65 points

The proposal submitted by HCI Environmental was rated highest on the basis of the firm’s overall responsiveness to the RFP, ability to provide the services required, proposed solution, and price (Attachment A). HCI Environmental has provided biohazardous waste cleanup services to the City since FY 2020. To date, their services have resulted in a total of \$144,111 in awarded funds from Pasadena. Staff has confirmed that the contractor’s license and Department of Industrial Relations status are in good standing.

Based upon the scores listed above, staff recommends award of the contract to HCI Environmental. The initial contract term specified in the RFP is for two years with an option for three additional one-year terms, exercised at the discretion of the City Manager. Extensions are based upon performance and availability of City funds,

provided any increases do not exceed the increase in the change in the Los Angeles-Riverside-Orange County consumer's price index for the preceding 12-month period.

The contract amounts will be set as follows:

	Years 1 and 2:	Year 3: Optional 1 st Extension	Year 4: Optional 2 nd Extension	Year 5: Optional 3 rd Extension
Base	\$50,000	\$25,000	\$25,000	\$25,000
Contingency Allowance	\$5,000	\$2,500	\$2,500	\$2,500
Total	\$55,000	\$27,500	\$27,500	\$27,500

Total: \$137,500

The contingency allowance is to cover any unforeseen circumstances, increase in number of service calls, and Consumer Price Index adjustments.

COUNCIL POLICY CONSIDERATION:

This proposed action is consistent with the City Council's goals to maintain fiscal responsibility and stability, as well as to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The California Environmental Quality Act (CEQA), State CEQA Guidelines Section 15061 (b)(3) provides a "common sense" exemption to environmental review that CEQA only applies to projects that 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 review. The action proposed herein, the clean-up of biohazardous waste left on city streets in response to citizen complaints and requests for service, does not have the potential for causing a significant effect on the environment.

FISCAL IMPACT:

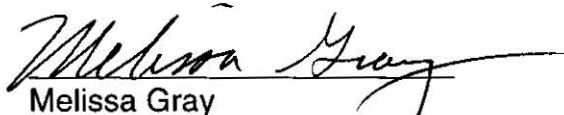
The total cost of this action will be \$55,000 and the total cost of this contract will be \$137,500. Funding for this action will be addressed by the utilization of existing budget appropriations under 40622087-811400.

Respectfully submitted,



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Attachment A – Evaluation Summary