

Agenda Report

March 14, 2022

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO IDS GROUP, INC. FOR ENGINEERING AND DESIGN SERVICES FOR SEISMIC RETROFIT OF THE PUBLIC WORKS BUILDING AT THE CITY YARD FOR AN AMOUNT NOT-TO-EXCEED \$279,400

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; and
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with IDS Group, Inc. for engineering and design services for Seismic Retrofit of the Public Works Building at the City Yard for a total amount not-to-exceed \$279,400 which includes the base contract amount of \$242,952 and a contingency of \$36,448 to provide for any necessary additional services.

BACKGROUND:

The Public Works Building at the City Yard, located at 233 West Mountain Street, was constructed in 1990. The building is a concrete tilt-up structure designed and constructed per the 1988 Uniform Building Code (UBC). The building was constructed in two major sections: a one-story 8,140 square-foot section, and a two-story 35,860 square-foot section with a small stairway that extends up to three stories with a connecting pedestrian bridge to an adjacent staff surface parking lot.

The building currently houses the Public Works Department's Operations Center and the Citizen Service Center (CSC), as well as the Parks, Recreation and Community

Services Department's operations and maintenance staff. The CSC is an extension of the City's Emergency Operations Center in case of an emergency event and is, therefore, considered one of the City's essential buildings. In 1997, the UBC was amended to increase the design forces for wall anchorage. As such, this pre-1994 Northridge Earthquake building is eligible for voluntary seismic upgrade of its wall-to-floor connection points. The seismic retrofit to the building would provide a long-term solution to ensure the City's emergency response coordination efforts would not be affected during a seismic event.

The Department of Homeland Security, Federal Emergency Management Agency (FEMA) allocates funding for federal disaster assistance under the Hazard Mitigation Grant Program (HMGP). The Department of Public Works was successful in securing HMGP funding for the Public Works Building as a voluntary seismic retrofit project. In September 2020, FEMA approved the City's subaward application recognizing total eligible costs of \$865,754, and obligated \$649,316 for up to 75 percent federal share with a non-federal share match of \$216,438.

On August 26, 2021, the Department of Public Works issued a Request for Proposals (RFP) for engineering and design services for the Seismic Retrofit of Public Works Building at City Yards project. The procurement process and evaluation criteria was established in accordance with FEMA's guidelines under the HMGP.

Following advertising, proposals were received on September 16, 2021 and were scored as follows:

Firm	Location	Total Score (max 100 pts)
IDS Group, Inc.	Irvine, CA	89.67
KPFF, Inc.	Los Angeles, CA	87.00
Taylor & Syfan Consulting Engineers	Pasadena, CA	67.33

Based on the evaluation procedures and criteria specified in the RFP, the firms were scored and ranked by a selection committee of Public Works staff. Attachment A contains a summary of the consultants' scoring and ranking based on federal criteria. IDS Group, Inc. is recommended to provide professional engineering services.

IDS Group, Inc. (IDS) was established in 1998 and is a certified small-business enterprise. The firm is an award-winning multi-disciplinary engineering and architecture firm with a strong reputation in earthquake engineering and hazard reduction services. IDS has been recognized for their accomplishments in seismic analysis, assessment, and the use of technology in the practice of structural engineering by the Structural Engineers Association of California. IDS has previously provided engineering services for the City of Pasadena Soft-Story Identification, Rapid Screening and Evaluation program in FY 2007 for the Planning & Community Development Department for a contract amount of \$162,500.

If approved, the contract would be set up as follows:

Basic Services	\$	242,952
Contingency Allowance	\$	<u>36,448</u>
Contract Not-to-Exceed Amount	\$	279,400

A contingency of 15 percent is allocated to this contract given possible unforeseen conditions that may be encountered requiring additional services.

Preliminary engineering and design is expected to begin in April 2022 and project plans and specifications would be completed in February 2023. Project will be subsequently advertised for bids, and staff will return to City Council for award of construction contract in Spring 2023. Project construction must be completed by February 2024 in accordance with the FEMA grant deadline.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's goal to improve, maintain and enhance vital facilities and infrastructure, ensure continued operation, and support institutions that serve the needs of Pasadena's diverse residents and families.

ENVIRONMENTAL ANALYSIS:

This project has been determined to be categorically exempt under the 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. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

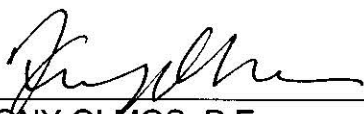
FISCAL IMPACT:

The cost of this contract is \$279,400 and the total cost of this action is expected to be \$309,400. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Public Works Building – Seismic Upgrade (71915) Capitol Improvement Program project. An additional appropriation of \$544,315 in FEMA HMGP funds and \$150,000 in Charter Capital Funds is included in the March 14, 2022 *Amendments to the Fiscal Year 2022 CIP Budget* agenda report. It is anticipated all costs will be spent by FY 2024.

The following table represents a project summary.


Professional Services Contract	\$	279,400
Project Management & Administration	\$	30,000
Total Fiscal Impact	\$	309,400

Respectfully submitted,



TONY OLMOS, P.E.
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Approved by:



CYNTHIA J. KURTZ
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Attachment A – Consultant Scoring and Ranking