

# Agenda Report

March 21, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Department of Water and Power

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH BLACK O'DOWD AND ASSOCIATES, INC. FOR AN AMOUNT NOT TO EXCEED \$115,170 FOR DESIGN SERVICES FOR PASADENA WATER AND POWER LOCKER ROOM REMODEL**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities) and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances; and
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 Black O'Dowd and Associates, Inc. for Design Services for Pasadena Water and Power ("PWP") Locker Room Remodel in an amount not to exceed \$115,170 which includes the base contract amount of \$104,700 and a contingency of \$10,470 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:**

Renovation of the PWP locker room building is part of PWP's Warehouse Modernization Capital Improvement Program for municipal buildings and facilities for fiscal years 2019-2023. This project provides for renovation of the locker room building, which also includes restrooms and a transformer test lab, located at 311 W. Mountain Street, adjacent to PWP's Warehouse at the City Yards. The condition of the locker room and restroom has degraded throughout the years due to extensive usage by PWP field personnel for the purposes of showering, changing uniforms, restroom breaks, and temporary storage of personal items.

The work to be done includes environmental assessments and remodel design for approximately 1,800 square feet of the first floor of the building located at 311 W. Mountain Street and a subsection of the currently inaccessible second floor within the same building. This project will result in permit ready plans for the renovation and upgrade of the locker room and restroom facility with modern environmentally friendly fixtures, improved lighting, energy efficiency, security, better ventilation, and climate control. The design will meet provisions of the American with Disabilities Act and include provisions for a woman's restroom, shower and locker facilities which currently are only built for men. PWP has been and will continue to collaborate with the Public Works Department to make sure that the design meets Pasadena's requirements.

On August 26, 2021, a Request for Proposal ("RFP") to provide Design Services for PWP Locker Room Remodel was posted on the City's website through PlanetBids in accordance with the applicable provisions of the Pasadena Municipal Code. The posting generated notices to vendors who previously registered with the City for this particular commodity class. A total of 74 vendors downloaded the RFP of which eight were local. Six vendors attended a mandatory pre-proposal meeting on September 8, 2021. A total of four proposals were received by the proposal opening date, one from a local firm. The proposals were scored by a panel of staff, based on the criteria shown in Table I below:

**Table I: RFP Scoring Criteria**

<b>Scoring Criteria</b>	<b>Max Points</b>
Proposed Solution	30
Experience	30
Cost Proposal	30
Local Pasadena Business Preference	5
Small / Micro-Businesses Preference entitlement	5
<b>Total Score</b>	<b>100</b>

Based upon these criteria, Black O'Dowd and Associates, Inc. received the highest evaluated score as summarized in Table II below. The evaluated score for each proposal is based on the average score of five evaluators comprised of PWP staff who have experience in this scope of work. Additional scoring details are provided in Attachment A.

**Table II: RFP Scoring Results**

<b>Vendor/Respondent</b>	<b>Company Location City and State</b>	<b>Evaluated Score (Out of 100)</b>
<b>Black O'Dowd and Associates, Inc.</b>	<b>Long Beach, CA</b>	<b>84.28</b>
ONYX Architecture	Pasadena, CA	80.08
RM Architecture	Irvine, CA	71.84
AEPC Group, LLC	Santa Clarita, CA	62.64

PWP Staff recommends award of a two-year contract to Black O'Dowd and Associates, Inc. for an amount not to exceed \$115,170. Since 2015, Black O'Dowd and Associates Inc. has been awarded one contract to provide On-Call Architectural Engineering Services for the Public Works Department in the amount of \$500,000.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract is consistent with the City Council's Strategic Planning Goals to: (i) Improve, maintain, and enhance public facilities and infrastructure; and, (ii) Ensure public safety.

**ENVIRONMENTAL ANALYSIS:**


The project is categorically exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities). The Class 1 categorical exemption covers the repair, maintenance, or minor alteration of existing public or private structures, involving negligible or no expansion of use. The proposed contract would provide for improvements to reduce energy and water consumption from existing public facility, but not expand the use of the property. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

**FISCAL IMPACT:**


The maximum cost of this action will be \$115,170. Funding for this action will be addressed by utilization of existing appropriations in the Power Capital Fund 411, Capital Improvement Project No. 3175, Warehouse Modernization Project. It is anticipated that \$75,000 of the cost will be spent in the current fiscal year. The remainder of the costs will be spent over the next fiscal year. The following table presents a contract summary:

Base Contract Amount	\$104,700
Contingency	\$10,470
Not to Exceed Amount	\$115,170

Respectfully submitted,

  
JEFFREY KIGHTLINGER  
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