

# Agenda Report

May 16, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Fire Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH CONSTANT ASSOCIATES INC TO PROVIDE EVACUATION PLANNING SERVICES FOR AN AMOUNT NOT TO EXCEED \$111,434**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061 (b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code (P.M.C), with Constant Associates Inc ("CONSTANT") to obtain consultant services to provide an Evacuation Plan for high-risk neighborhoods for wild fires and any other hazards for the City of Pasadena that will be an Addendum to the City's Emergency Operations Plan (EOP) for an amount not to exceed \$111,434 which includes the base contract amount of \$106,128 and a contingency of \$5,306 to provide for any necessary change orders.

**BACKGROUND:**

In 2021, the City of Pasadena's Emergency Operations Plan (EOP) was reviewed citywide. It was found that it would be in the City's benefit to enhance the Plan to address those sections of the City that have close proximity to the wildland-urban interface. The neighborhoods found in these sections are often isolated, have limited and narrow roadways, and are at high-risk for wildfires and other hazards. While the current EOP provides strong evacuation guidelines for the City's general landscape, it does not consider the unique challenges faced by the communities in these areas. After numerous discussions with Pasadena home owner associations in these high hazard areas, the Fire Chief has prioritized the development of an Evacuation Plan to assist in preventing loss of life in a disaster and will serve as an Addendum to the EOP. The

Pasadena Fire Department seeks to contract with a consultant to develop an effective Evacuation Plan for these high-risk neighborhoods that will address their unique terrain such as isolated locations, limited access by roads, and assess all high-hazard vegetation areas throughout the City. The Evacuation Plan will identify alternative routes and transportation methods, resources required for effective evacuation in small and large emergency scenarios, vulnerable population considerations, traffic points and key locations that should be included on evacuation maps.

On March 28, 2022, the Pasadena Fire Department issued a Request for Proposals (RFP) to solicit proposals from companies with extensive experience in disaster management and evacuation plans. Experience in fire modeling, evacuation routes and communication were of important interest to develop an Evacuation Plan for the City of Pasadena. Evacuation Plans that include fire modeling study how fire moves and progresses, assisting in identifying potential risks and take into account how a fire disaster can evolve over large areas of land or properties. The Plan would identify all high risk areas in the City and provide comprehensive plans that could be used during an emergency. The RFP was advertised for three weeks on Planet Bids. Notifications were sent to 1,236 vendors, with 26 vendors downloading the RFP document, two of which were local vendors. On April 18, 2022, one response was received.

An evaluation panel was assembled consisting of three Executive Fire Chiefs from the Fire Department as evaluators. The results are as follows:

<u>Proposer(s)</u>	<u>Score</u>
Constant Associates, Inc. (Torrance, CA)	80.67

CONSTANT was the one responsive and responsible proposer that complies in all respects of the requirements in the RFP.

Staff recommends to proceed with Constant Associates Inc ("CONSTANT") as the selected vendor based on their proposal, experience, and background with the services requested. CONSTANT will be responsible for preparing the Evacuation Plan that will include identifying alternative routes and means of transportation, accommodations, resources needed, vulnerable population needs, and stakeholders that should be involved in planning. They will solicit input from the community by organizing Town Hall meetings which will assist in drafting the Evacuation Plan. CONSTANT will provide a final draft of the Plan by October 1, 2022 for review, with the completed Plan, incorporating all required changes, if any, to be submitted by November 1, 2022. Staff has determined that the proposer has met all indicated requirements per our RFP posting, and their expertise and capabilities will result in a comprehensive Evacuation Plan that will serve as critical tool for the City of Pasadena in the event of an emergency.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract furthers the City Council's strategic planning goal to ensure public safety.


**ENVIRONMENTAL ANALYSIS:**

The proposed contract has no environmental impact; it is exempt from CEQA review pursuant to State CEQA Guidelines and Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment.

**FISCAL IMPACT:**

The total cost of this action is \$111,434. Funding for this action will be addressed by utilization of the existing budgeted appropriations in the FY 2022 Fire Department General Fund operations budget account for Administration (10131000-811400). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

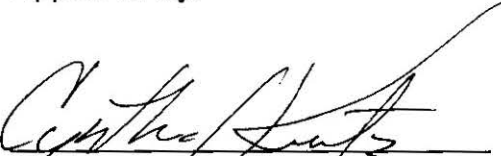
Respectfully submitted,

  
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