

Agenda Report

October 24, 2022

TO: Honorable Mayor and City Council

FROM: Water and Power Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH MOTIVE ENERGY TELECOMMUNICATIONS GROUP, INC. FOR ADMINISTRATIVE SUPPORT OF UTILITY POLE MANAGEMENT FOR AN AMOUNT NOT TO EXCEED \$289,447 FOR THE WATER AND POWER DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Authorize the City Manager, or his designee, 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 Motive Energy Telecommunications Group, Inc. ("Motive") for Administrative Support of Utility Pole Management for the Water and Power Department ("PWP") in an amount not to exceed \$183,153 or a period of five years, whichever occurs first, with the option of two additional one-year extensions or an amount not to exceed \$53,147 each, whichever occurs first, at the discretion of the City Manager or his designee, for a maximum contract length of seven years or a total amount not to exceed \$289,447. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

BACKGROUND:

Pasadena Water and Power ("PWP") provides electricity to more than 65,000 customers. The Power Distribution System is highly complex and comprised of thousands of components which function together as a Distribution and Transmission ("T&D") System. In the overhead T&D system, power poles are used to hold conductors which distribute electricity throughout PWP's service territory. PWP has approximately 11,072 power poles in its system.

The majority of power poles are jointly owned among the members of the Southern California Joint Pole Committee ("SCJPC"). The SCJPC is made up of a group of 32 utilities (including PWP), communications entities, and municipalities in Southern California who hold joint equity interest in utility poles. Established by telephone, electricity and railroad companies, the SCJPC has existed since 1906. It was formed as a result of the need to limit the number of poles along roadways and other areas of service territories in Southern California. Presently, PWP jointly owns its power poles with utilities such as Verizon, AT&T, SCE and LADWP.

Administrative services are required to process documentation of various pole attachments, billing for pole use, permitting, processing, and tracking of all joint pole documents. The selected vendor will directly access the SCJPC online system to update the database on behalf of PWP. The SCJPC database will not interface with any City of Pasadena applications.

On August 31, 2022, a Request for Proposal ("RFP") for Utility Pole Asset Management administrative services for PWP 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 51 vendors downloaded the RFP of which two were local. On September 19, 2022, an addendum was issued for this RFP removing maintenance of the pole database and annual joint pole inspections from the basic scope of work due to these services no longer being required. Two proposals were received on September 29, 2022, none from local firms.

An intradepartmental team including T&D Power Distribution Section Supervisor, T&D Acting Principal Electrical Engineer, and Power Delivery Project Manager, reviewed the proposals in accordance with the evaluation criteria stated in the RFP:

Table I: RFP Evaluation Criteria

Scoring Criteria	Maximum Points
Technical Proposal	40
Qualifications, Experience & References	20
Price Proposal	30
Local Pasadena Business	5
Small/Micro Business	5
Total Possible Score	100

Attachment A provides the evaluated scores for each proposal based on the average score of three evaluators.

Motive received the highest evaluated score as summarized in Attachment A. Therefore, staff recommends that the City Council authorize the City Manager, or his designee, to enter into a contract with Motive for an amount not to exceed \$183,153 or a period of five years, whichever occurs first, with the option of two additional one-year

extensions or an amount not to exceed \$53,147 each, whichever occurs first, for a maximum contract length of seven years or a total amount not to exceed \$289,447. Motive was awarded one previous contract from the City of Pasadena for a total amount not to exceed \$310,000 since 2017.

COUNCIL POLICY CONSIDERATION:

The proposed contract is consistent with the Public Facilities Element of the General Plan and supports the Council's goal to improve, maintain and enhance public facilities infrastructure; to provide a high level of public service which adds to the quality of life in the City and increase its attractiveness through more efficient management of resources.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The proposed contract award is for administrative support for utility pole management. This program does not propose any physical changes to the environment, but rather consists of administration and management of the City's power poles, which includes billing for the pole use and permitting, processing and tracking of all joint pole documents related to the electric and telecommunications tenants. As administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The maximum cost of this action will be \$289,447 if all optional extensions are exercised. Funding for this action will be addressed by the utilization of existing and future budget appropriations in the Power Operating Fund 401, Other Contract Services account (47405880-811400). It is anticipated that \$20,000 of the cost will be spent during the current fiscal year. The remainder of the costs will be spent over the next six fiscal years.

The anticipated impact to other operational programs or capital projects as a result of this action will be none. The contract summary is shown below in Table II.

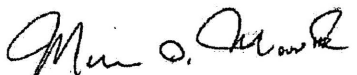
TABLE II: CONTRACT SUMMARY

Contract Expenditures	Amount
Base Contract	\$183,153
1 st Extension	\$53,147
2 nd Extension	\$53,147
Total Contract Including All Extensions	\$289,447

Respectfully submitted,


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