



# Agenda Report

February 27, 2023

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Transportation  
**SUBJECT:** **CONTRACT AWARD TO TRANSPORTATION MANAGEMENT & DESIGN, INC. TO PROVIDE CONSULTING SERVICES TO UPDATE THE PASADENA TRANSIT SHORT RANGE TRANSIT PLAN**

## **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 for the project; 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 Transportation Management & Design, Inc. (TMD) to provide consulting services in an amount not to exceed \$348,056, which includes the base contract amount of \$316,414 and a contingency of \$31,642 (10%) 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:**

In order to continue to receive certain local, State and Federal transit funding, the Department of Transportation is required to update the Pasadena Short Range Transit Plan (SRTP) every five years. The last SRTP was finalized in 2019. The SRTP provides guidance for five years of programming of transit service development and investments that support the policy goals for the City's public transit services. Pasadena provides two vital transit services to the community: Pasadena Transit and Pasadena Dial-A-Ride. Pasadena Transit is a fixed-route bus service that currently provides six routes which operate throughout Pasadena, including service to the six Metro L (Gold) Line stations. Pasadena Dial-A-Ride is a demand-response paratransit service for older adults 60 years or older and individuals with disabilities who live within the service area of Pasadena, San Marino, Altadena, and unincorporated San Gabriel.

The SRTP update process includes ridership analysis and operations, as well as public outreach to solicit feedback via public meetings, on board surveys, and online surveys. Based on the results of the data analysis of existing operational services and programs, public outreach meetings, and survey efforts, recommendations for the next five years will be developed with the goal of maximizing ridership within the Pasadena Transit and Dial-A-Ride service area. The plan will outline these recommendations, identify existing financial constraints and opportunities, and provide detailed cost breakdowns. Furthermore, the SRTP will include a bus stop amenities study that will analyze the customer experience at bus stops including safety and comfort, and make recommendations for the City to consider to improve the customer experience at bus stops.

### **CONSULTANT SELECTION**

On September 21, 2022, the City released a RFP to procure a consultant for the SRTP update. The RFP was advertised through the City's bid notification system, Planet Bids. The solicitation was downloaded by 52 firms, including five local firms. On November 10, 2022, four proposals were submitted, one of which was local. The TMD proposal was rated the highest based on the rating criteria stated in the RFP and, as such, is recommended for this project.

The list of proposers who participated in this RFP and summary of evaluation scores, can be found in Attachment A.

All four proposers provided adequate technical solutions, however, TMD scored the highest in terms of the proposed solution and experience. The TMD proposed approach addressed all requested tasks by the City including requested data/ridership analysis (including pre and post COVID analysis), demographic and existing conditions analysis, public outreach, and development of recommendations. TMD will also conduct a review and analysis of the standard Key Performance Indicators utilized by Pasadena Transit and Dial-A-Ride and recommend any changes. On board surveys will be conducted by a subconsultant to TMD, as well as boarding and alighting counts. Finally, a city-wide bus stop amenities study will also be conducted. TMD and its subconsultants demonstrated excellent experience on related projects.

The proposed contract fully complies with the City's Competitive Selection process. The contract with TMD will be an amount not to exceed \$348,056 for a period of two years, which includes the base contract amount of \$316,414 and a contingency of \$31,642 (10%) to provide for any necessary change orders.

### **COUNCIL POLICY CONSIDERATION:**

This project supports the City Council Guiding Principle 5 of the General Plan: Mobility Element, to promote Pasadena as a city where people can circulate without cars. The project will allow the City to provide reliable public transportation by ensuring that the current services meet the community's needs or recommending changes for greater efficiency.

**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 execution of a contract for consulting services for the Short Range Transit Plan is a continuing administrative activity that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, 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 total compensation under this contract will be an amount not to exceed \$348,056, which includes the base contract amount of \$316,414 and a 10% contingency of \$31,642 to provide for any necessary change orders. The expenses associated with this contract have been programmed in the Department of Transportation's annual operating budget in Proposition C (Fund 209) contract services account (20924043-811400). There will be no impact to the General Fund.

Respectfully submitted,



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Director

Department of Transportation

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Approved by:



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Attachment:

Attachment A – SRTP Update Consultant Evaluation Criteria and Scores