

Agenda Report

January 23, 2023

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZATION TO AMEND CONTRACT 32216 WITH THE OLD PASADENA MANAGEMENT DISTRICT FOR ASSISTANCE WITH THE OVERSIGHT AND MARKETING OF THE SCHOOLHOUSE, DE LACEY AND MARRIOTT GARAGES

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 amend contract number 32216 with the Old Pasadena Management District (OPMD) to increase the base contract amount by \$400,000, thereby increasing the total not to exceed amount from \$1,590,000 to \$1,990,000 through January 31, 2025. Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services;
3. To the extent this transaction could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract amendment with Old Pasadena Management District an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

BACKGROUND:

Since 2003, the City contracted with OPMD to manage Schoolhouse, De Lacey, and Marriott garages in Old Pasadena. Under the initial contract OPMD was responsible for the management of the Old Pasadena Business Improvement District that contains the garages. OPMD's past oversight of the Old Pasadena garages helped ensure excellent customer service, proper maintenance and upkeep of the garages. OPMD coordinates their efforts in the district with the City's efforts in the garages to provide maximum

coverage and responsiveness combined with knowledge of the district. This collaboration allows the City to continue to provide high quality parking garages that serve Old Pasadena residents and guests.

On January 24, 2022, Council awarded OPMD a new contract to support the City with the oversight and marketing of the garages. Work began on February 1, 2022. The contract has an initial three year term with two optional one year extensions.

The original estimated contract amount was based on the expectation that the Department of Transportation would release a request for proposals (RFP) to consolidate security services which would have the City taking on the cost of the security contract directly, instead of it being a pass-through as it is in this contract. That RFP process has been delayed, causing the need for the pass-through of the security costs in the Old Pasadena garages to continue for the foreseeable future. OPMD provides for 24/7 security coverage for the parking garage system through their vendor, Block By Block. If the City consolidates parking garage security services during the term of this contract with OPMD, the City will directly manage the security vendor and will pay the vendor directly for their services.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal of the Strategic Plan: Maintain Fiscal Responsibility and Stability. It also supports and promotes the quality of life and the local economy.

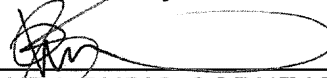
ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The janitorial services contract will not result in any significant effect on the environment.

FISCAL IMPACT:

The cost of this action will be \$400,000 for a revised total contract value of \$1,990,000. Funding for the current year will utilize existing FY23 budget appropriations in the off-street parking fund (Fund 407) security account (40724026-829700). Contract costs will be programmed into future year operating budgets as part of the annual budget process. This action will have no impact on the General Fund.

Respectfully submitted,



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