

Agenda Report

July 10, 2023

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH SWIFT LEE OFFICE, INC. FOR PROFESSIONAL ARCHITECTURAL AND DESIGN SERVICES FOR THE POLICE DEPARTMENT AIR OPERATIONS AIRCRAFT HANGAR FOR AN AMOUNT NOT-TO-EXCEED \$232,500

RECOMMENDATION:

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) in accordance with Title 14, Chapter 3, Article 19, Section 15061(b)(3), the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment; 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 Swift Lee Office, Inc. for Professional Architectural and Design Services for the Pasadena Police Department Air Operations Aircraft Hangar in an amount not-to-exceed \$232,500, which includes the base contract amount of \$202,175 and a contingency of \$30,325 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:

The Pasadena Police Department's Air Operations Section (Section) was established in 1969 and is one of the oldest airborne law enforcement programs in the United States. The Section has a dedicated four-acre heliport located in northwest Pasadena at 2175 North Yucca Lane. The unit consists of a lieutenant who is a qualified pilot, two sergeants/tactical flight officers (TFOs), a corporal/chief pilot, and three line pilots. The Section supports the Los Angeles Interagency Metropolitan Police Apprehension Crime Taskforce (L.A. IMPACT) with a dedicated Pasadena pilot and TFO. In addition, the

Section provides services on a contract basis to other jurisdictions in the San Gabriel Valley.

Currently, there are two aircraft hangars at the heliport site. The main hangar houses up to five helicopters and maintenance operations. The second smaller hangar is a 2,400-square-foot steel arch building that includes staff offices and provides space to house an additional helicopter.

The steel arch hangar is no longer sufficient to meet the current operational needs of the Section. Furthermore, in FY 2023, the City purchased a new Mobile Operations Center (MOC) vehicle to replace the previously outdated and obsolete vehicle. In order to properly store the new MOC truck and provide additional required hangar space for helicopters and related parts and equipment, the 2400-square-foot steel arch hangar needs to be demolished and replaced with a new, larger hangar.

The scope of work under this contract consists of architectural and design services for demolition of the existing steel arch hangar; design of a new 5,000 square-foot prefabricated steel hangar and supporting foundation; and associated work including geotechnical investigation, electrical design and fire suppression/fire alarm system design.

The Department of Public Works issued a Request for Proposals (RFP) to solicit for Professional Architectural and Design Services for the Pasadena Police Department Air Operations Aircraft Hangar on February 1, 2023. The City received two proposals on March 1, 2023 in response to the RFP. Below is a list of proposers:

FIRM	CITY	AVERAGE SCORE
Swift Lee Office, Inc.	Pasadena	94
BFK Architecture + Planning	Pasadena	82.3

Based on the evaluation procedures and criteria specified in the RFP, proposals were scored and ranked by a selection committee comprised of staff from the Public Works Department. Consistent with City's Municipal Code, local Pasadena-based firms were granted five additional points in the scoring of their proposals. Based on the selection committee's scores, staff is recommending the City enter into a contract with Swift Lee Office, Inc. Attachment A summarizes the selection committee's scoring for the proposing firms based on established evaluation criteria.

Swift Lee Office, Inc. is a Pasadena-based firm with over 20 years of experience designing facilities for public agencies, with expertise in the design of pre-engineered metal buildings. Swift Lee Office, Inc. has completed similar projects for the Metropolitan Water District of Southern California, Pasadena Unified School District, Los Angeles Unified School District, and Orange County's Public Works, Parks, and Sheriff's departments.

The proposed contract will be set up as follows:

Professional Architectural and Design Services	\$202,175
Contingency	<u>\$ 30,325</u>
Contract Not-to-Exceed Amount	\$232,500

A contingency of 15 percent is allocated to this contract given possible unforeseen conditions that may be encountered requiring additional services.

Preliminary engineering and design is expected to begin in October 2023 and project plans and specifications completed in Spring 2024. Project will be subsequently advertised for bids, and staff expects to return to City Council for award of construction contract in Fall 2024.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure in order to promote quality of life and local economy; ensure continued operations; and support institutions that serve the needs of Pasadena's diverse residents and families.

ENVIRONMENTAL ANALYSIS:

This action is exempt from the California Environmental Quality Act (CEQA) in accordance with Title 14, Chapter 3, Article 19, Section 15061(b)(3), the common sense exemption that CEQA only applies to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

FISCAL IMPACT:

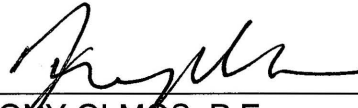
The cost of this contract including contingency is \$232,500 and the total cost of this action is expected not-to-exceed \$265,000. Funding for this action will be addressed by the utilization of the existing budgeted appropriations in the *Mobile Operations Center (71919)* CIP project. It is anticipated all costs will be spent in FY 2024.

There is no impact to the General Fund.

The following table represents a project summary.

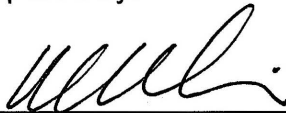
Professional Services Contract	\$	\$202,175
Contingency	\$	30,325
Project Management & Administration	\$	32,500
Total Fiscal Impact	\$	265,000

Respectfully submitted,



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