

Agenda Report

July 10, 2023

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO AMEND PURCHASE ORDER CONTRACT NO. 1231124 WITH WILLIAMS SCOTSMAN, INC. TO INCREASE AMOUNT BY \$68,000 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$301,662 FOR THE LEASE OF MODULAR TRAILERS FOR TEMPORARY RELOCATION OF FIRE STATION 31

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;
2. Authorize the City Manager to amend Purchase Order Contract No. 1231124 with Williams Scotsman, Inc. to increase the amount by \$68,000 for a total amount not-to-exceed \$301,662 for the lease of modular trailers for temporary relocation of Fire Station 31; and
3. To the extent this transaction could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract amendment with Williams Scotsman, Inc. 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 where the best interests of the City are served and City Charter Section 1002(C), contracts for labor, material, supplies, or services available from only one vendor.

BACKGROUND:

Due to the seismic retrofit and renovation of Fire Station 31 facilities, Fire Department staff were relocated to a temporary location off-site to continue providing full services to the community. A vacant lot, located at 95 Alessandro Place and owned by Alessandro, LLC, was identified as a viable location within Fire Station 31's service area and leased

for a temporary fire station during the construction period. Modular trailers were rented to provide office and dormitory space at the relocation site for Fire personnel for the anticipated construction duration of eight months beginning in June 2022 through January 2023. The original purchase order contract amount included delivery, setup, eight-month rental of the trailers and all associated furniture and appliances.

During construction at Fire Station 31, unforeseen site conditions, such as building systems infrastructure conflicts with new structural members, were encountered and addressed, impacting sequencing of work and delaying completion of construction to July 2023, and thereby resulted in continued rental of the modular trailers on a month-to-month basis. As such, staff is seeking authorization to increase the modular trailer purchase order contract amount by \$68,000 for a total not-to-exceed amount of \$301,662 to cover the additional six-month lease time through July 2023, the demobilization of the trailers, and a contingency to cover any damage repairs to the trailers. The majority of this retrofit project is funded by a FEMA grant through the agency's Hazard Mitigation Program where 75% of temporary relocation costs are also paid by the grant.

Currently, Fire Station 31 staff and equipment are moving back into the retrofitted station and the leased trailers will be demobilized and the lot will be vacated by the end of July 2023.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's goal to improve, maintain, and enhance public facilities for civic governance and administration, public safety (police and fire), and comparable activities.

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 total cost of this action will be \$68,000 for a revised contract amount not-to-exceed \$301,662. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Fire Station 31 Seismic Retrofit (71914)* and the *Fire Stations Renovations and Improvements (71911)* Capital Improvement Program projects. There will be no impact to General Fund. It is anticipated all costs will be expended in Fiscal Year 2024.

Respectfully submitted,



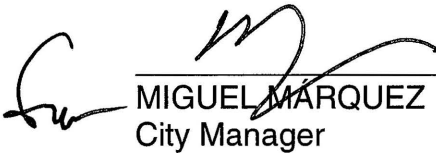
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Approved by:



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