

# Agenda Report

July 31, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT 31708 WITH DIXON RESOURCES UNLIMITED FOR CONSULTING SERVICES FOR THE PLAYHOUSE VILLAGE PARKING METER PROJECT FOR AN ADDITIONAL \$12,000 AND TO EXTEND THE AGREEMENT THROUGH JUNE 30, 2024**

## **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;
2. Approve amendment to contract 31708 with Dixon Resources Unlimited and authorize the City Manager to increase the contract amount by \$12,000, thereby increasing the total not to exceed amount from \$74,970 to \$86,970 and extend the contract through June 30, 2024; 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 Dixon Resources Unlimited 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:**

In April of 2020, under the City Manager's purchasing authority, the City entered into a contract with Dixon Resources Unlimited (Dixon) following a competitive selection process for parking meter outreach and procurement consulting services. Via this contract, Dixon has assisted with the development of a Request for Proposals (RFP) to

solicit responses for meter technology and has supported staff in developing a plan for the installation of parking meters in the Playhouse Parking District. Dixon has worked closely with City and Playhouse Village Association (PVA) staff to conduct outreach to local business owners, organizing a meter demonstration open house event, and contacting private parking owners to determine if they would be willing to accommodate public and employee parking for the PVA.

Work on this project began after the PVA's BID renewal process in November of 2021. Currently, the City's Parking Division representatives and Dixon are meeting with the PVA Board of Directors to determine if there is support from the PVA Board to install meters in the district. Additionally, Dixon continues to work with the Parking Division and private parking owners to develop an employee parking program in the District. This has required additional outreach efforts beyond what was originally planned for the project. Staff requests an increase in the contract amount and an extension through June 2024 to accomplish this additional work.

**COUNCIL POLICY CONSIDERATION:**

This action is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure. It also supports and promotes the quality of life and the local economy.


**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Section 15378. The authorization to amend a contract with a vendor to provide consultant services is a continuing administrative activity. This action 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:**

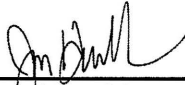
The cost of this action will be \$12,000 for a revised contract value not to exceed \$86,970. Funding will utilize existing FY 2024 budget appropriations in the Off-Street Parking fund contract services account for the Playhouse and Union/EI Molino parking lots (40724019-811400 and 40724020-811400). This action will have no impact on the General Fund.

Respectfully submitted,



LAURA RUBIO-CORNEJO  
Director  
Department of Transportation

Prepared by:



Job Hamblen  
Parking Manager

Approved by:



MIGUEL MARQUEZ  
City Manager