

Agenda Report

March 13, 2023

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO PSOMAS; PACIFICA SERVICES INC.; KPFF, INC.; KOA CORPORATION; AND INTERWEST CONSULTING GROUP FOR ON-CALL PROJECT MANAGEMENT SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$1,000,000 FOR EACH CONSULTANT

RECOMMENDATION:

It is recommended that the City Council:

1. Find the project proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 5, Section 15061(b)(3), the General Rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment;
2. Authorize the City Manager to enter into individual contracts, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Psomas; Pacifica Services Inc.; KPFF, Inc. dba KPFF Consulting Engineers; KOA Corporation; and Interwest Consulting Group for On-Call Project Management Services for a total amount not-to-exceed \$1,000,000 for each consultant over a four-year term. Competitive bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); and
3. Authorize the City Manager to extend the term of the contracts as necessary without increasing the not-to-exceed amount.

BACKGROUND:

The Department of Public Works is seeking qualified on-call project management services consultants to provide professional services on an as-needed basis for the City of Pasadena's Capital Improvement Program (CIP) over the next four years. The scope of work may include but is not limited to preliminary studies; peer review of plans and specifications; preparing project documents; and project administration services. Project management services will be mostly utilized for projects within the Transportation,

Streets and Streetscapes, Municipal Buildings and Facilities, and the Parks and Landscaping sections of the CIP.

The selected consultants will provide services when City staff is not readily available, or when services exceed the expertise and/or qualifications of City staff. In anticipation of upcoming federal and state grant opportunities, these on-call services will also support staff during intermittent peak workloads to meet critical grant deadlines in timely delivery of projects.

When individual projects are identified, these four contracted consultants will be solicited for job-specific proposals. Consultant selection for individual projects will be based on qualifications, expertise, availability, and cost specific to project scope. When the project consultant is selected, a purchase order will be issued against the consultant's master contract, and their services will be funded by the individual project.

The Department of Public Works issued a Request for Proposals (RFP) for On-Call Project Management Services on June 8, 2022. The City received eight responsive proposals on July 7, 2022 in response to the RFP.

Below is a list of responsive proposers:

FIRM	CITY	
Psomas	Pasadena	Shortlisted for Interviews
Pacifica Services, Inc.	Pasadena	
KPFF, Inc.	Los Angeles	
KOA Corporation	Monterey Park	
Interwest Consulting Group	Irvine	
Onward Engineering	Anaheim	
FEI Associates Consulting Engineers	Los Angeles	Others
Alliance Resource Group, Inc.	Newport Beach	

Based on the evaluation procedures and criteria specified in the RFP, the 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 and interviews. The six-highest-scoring consulting firms were interviewed by the committee between October 3 and October 6, 2022. Attachment A summarizes the selection committee's scoring for all proposing firms based on established evaluation criteria.

The top five ranked firms are recommended to provide on-call project management services. Each selected firm demonstrated notable knowledge and experience in providing project management, construction management, project inspections, construction administration services, and constructability reviews.

Psomas, located in Pasadena, was established in 1946 and employs over 600 professionals in 18 offices around the United States. Psomas has previously provided environmental consulting and monitoring services for the City of Pasadena on several CIP projects, and is currently contracted on the *One Arroyo Project – Woodlands Loop and Streamside Walk*, as well as the environmental monitoring phases of three projects within the Hahamongna and Arroyo Seco. Since 2016, Psomas has completed over \$2.3 million in professional services for the City.

Pacifica Services, Inc., located in Pasadena, is a certified small business enterprise and has been serving the public and private sectors for over 40 years. The company provides services in project management, construction management and various other construction support services. Since 1979, Pacifica has partnered with several local agencies to complete construction programs. They have also provided staff augmentation services for a wide range of project types with an emphasis in complex new construction, renovations and public works infrastructure.

KPFF, Inc. (KPFF), located in Los Angeles, was established in 1960 and has 22 offices nationwide. The firm has over 20 full-time local project managers. KPFF has completed several projects for the City of Pasadena and is currently providing project management services for the *Washington Park Community House and Restroom* project. Since 2018, KPFF has completed over \$722,000 in professional services for the City.

KOA Corporation, located in Monterey Park, was founded in 1978. KOA has 35 years of experience in transportation engineering, mobility planning, and construction management. KOA has worked with other municipalities providing services in construction management, project management, on-site inspection and other supplemental construction services. Since 2016, KOA has performed work for the City of Pasadena under several on-call services contracts including telecom permit processing, civil engineering design, grant exploration and writing, construction management, and project management. In total, KOA has completed over \$2.2 million in professional services for the City.

Interwest Consulting Group, located in Irvine, was founded in 2002. The company has worked with two dozen California public agencies in the past five years providing construction and project management services. The services provided to these agencies include capital project delivery, transportation planning, and construction and public works inspection.

It is recommended that the City enter into contracts with Psomas, Pacifica Services, Inc., KPFF, Inc., KOA Corporation and Interwest Consulting Group for an amount not-to-exceed \$1,000,000 each over a four-year term commencing on the date that each contract is fully executed.

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 operation; and support institutions that serve the needs of Pasadena's diverse residents and families.

ENVIRONMENTAL ANALYSIS:

These contracts has been determined to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 5, Section 15061(b)(3), the General Rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. These contracts would retain consultants for professional project management services only. The specific designs and subsequent construction of capital improvement projects will be subject to appropriate project-level environmental review at the time each is brought forward for first discretionary action.

FISCAL IMPACT:

The combined cost of these contracts is a maximum of \$5,000,000 over four years. Funding for this action exists within various budgeted capital project appropriations in the CIP. Funding availability for each project will be evaluated on an as-needed basis. It is anticipated that all the costs for these four-year contracts will be spent between Fiscal Year (FY) 2023 and FY 2026.

There is no anticipated fiscal impact on the General Fund. Capital projects using on-call project management services are typically funded with various other local/state/federal taxes and/or grants.

Respectfully submitted,



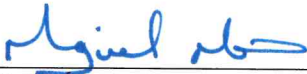
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Approved by:



MIGUEL MARQUEZ
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Attachment A – Consultant Scoring and Ranking