

# Agenda Report

March 27, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: AUTORIZATION TO AMEND CONTRACT NO. 23657 WITH ALESSANDRO, LLC BY \$33,000 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$105,000 FOR TEMPORARY PROPERTY LEASE OF 95 ALESSANDRO PLACE**

## **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, Class 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 No. 23657 with Alessandro, LLC by \$33,000 increasing the not-to-exceed amount to \$105,000 for the lease of the property 95 Alessandro Place, City of Pasadena; 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 Alessandro, LLC 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(A)(5), contracts relating to the acquisition, disposal or lease of real property.

## **BACKGROUND:**

Due to the seismic retrofit and renovation of Fire Station 31, Fire Department staff were required to relocate 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 that could be used for a temporary station to house the station's staff and equipment during the construction period.

Based on the anticipated project duration, the City executed a lease agreement with Alessandro, LLC for a total amount not-to-exceed \$72,000 covering a minimum one-year rental term from April 1, 2022 to April 30, 2023. The agreement also contains provisions to extend the lease on a month-to-month basis through April 30, 2024 at a monthly rental rate of \$6,600.

Fire personnel moved into the temporary facility on July 18, 2022 and construction began at Fire Station 31 on July 25, 2022. During construction at Fire Station 31, unforeseen site conditions were encountered and addressed, thereby impacting sequence of work and construction schedule. The project was originally expected to be completed by April 2023. With the delay, construction is now anticipated to be completed by July 2023. Subsequently, Fire Department staff and equipment will be moved back into the retrofitted station, and the leased lot will be vacated by September 2023.

As such, the City will be occupying the property an additional five months and staff is seeking authorization to increase the total not-to-exceed amount of the lease agreement to \$105,000 to cover the additional month-to-month rent, as per the terms of the current lease agreement.

**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) pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment. This is an administrative action on an existing contract and has no effect on the environment.

**FISCAL IMPACT:**

The total cost of this action will be \$33,000 for a revised contract value of \$105,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Fire Station 31 Seismic Retrofit (71914)* Capital Improvement Program project. There will be no impact to General Fund. It is anticipated all costs will be expended in Fiscal Year 2023.

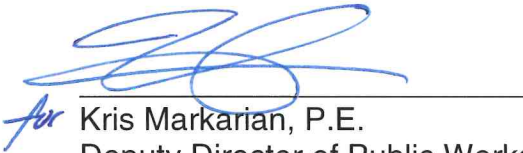
Respectfully submitted,



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TONY OLMOS, P.E.  
Director of Public Works

Prepared by:



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Kris Markarian, P.E.  
Deputy Director of Public Works/City Engineer

Approved by:



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MIGUEL MÁRQUEZ  
City Manager