

Agenda Report

April 8, 2024

TO: Honorable Mayor and City Council
FROM: Department of Libraries and Information Services
SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH BELTMANN GROUP INCORPORATED DBA: BELTMANN RELOCATION GROUP TO PROVIDE RELOCATION SERVICES OF CENTRAL LIBRARY COLLECTION FOR AN AMOUNT NOT-TO-EXCEED \$155,144

RECOMMENDATION:

It is recommended that the City Council take the following actions:

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; and
2. Authorize the City Manager to enter into a contract with Beltmann Group Incorporated dba: Beltmann Relocation Group ("BRG") for an amount not-to-exceed \$155,144 which includes a base contract amount of \$141,040 and a contingency of \$14,104, pursuant to the competitive selection process specified in Section 4.08.047 of the Pasadena Municipal Code, for relocation services. Competitive bidding is not required pursuant to City Charter Article X Section 1002(F), Contracts for professional or unique services.

BACKGROUND:

In May 2021, City officials were forced to close the Central Library following a structural assessment that revealed the building was vulnerable to seismic activity and subject to collapse during an earthquake. The City-owned Rose Palace warehouse on Raymond Avenue was identified as the temporary site to store the majority of the library materials collection, approximately 185,000 items including books, CDs, and magazine archives, for the duration of the Central Library Earthquake Retrofit and Building Repairs Project. In December 2022, shelving sufficient for holding the Central Library collection was installed at Rose Palace following a competitive bid process to identify a qualified vendor to carry out the installation.

Upon completion of the relocation project, the collection will be accessible to Library staff for retrieval and delivery to the Library's ten branches for continued patron use. During the relocation process, however, materials will be unavailable for patron use. Therefore, it is important that the collection be removed from Central Library and reshelved at Rose Palace by a professional moving company with experience moving library collections to ensure items are reshelved in proper order and with minimal impact on patron access.

COMPETITIVE SELECTION PROCESS:

The Library conducted a competitive selection process on February 20, 2024, as specified by Section 4.08.047 of the Pasadena Municipal Code and issued a Request for Proposals ("RFP") designed to identify relocation service vendors that would best meet the needs of the Library. The RFP notified vendors, including small locally based Pasadena businesses and larger corporations, to submit their bids.

The RFP was released in February 2024 via Opengov. Three proposals were received by March 8, 2024 in response to the RFP. No proposals were received from local vendors.

Below is a list of qualified proposers:

FIRM	LOCATION
BRG	Anaheim, CA
NorthStar Moving Company	Northridge, CA
US Pro Logistics	Chatsworth, CA

The selection process for soliciting relocation services for the Central Library collection was conducted meticulously and comprehensively. The goal was to identify vendor(s) capable of meeting the Library's needs. A dedicated evaluation team, comprised of city staff, diligently reviewed the three proposals, to ensure each met the standards required and select a preferred vendor.

After thorough consideration and evaluation of the proposals, city staff recommends that the City Council authorize the City Manager to enter into a contract with BRG. Staff's decision is based on the vendor's demonstrated ability to provide the required services and their alignment with the Library's specifications.

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 Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract with BRG for relocation services for the Central Library collection is an activity that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. No construction is involved.

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:

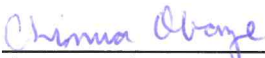
The proposed contract total of \$155,144 includes a base amount of \$141,040 and \$14,104, or 10%, for contingencies. Funding for this action will be addressed by the use of existing budgeted appropriations in the Library Services Fund (212) in FY 2024. There are no anticipated impacts to the General Fund as a result of this action.

Respectfully submitted,



TIM MCDONALD
Library Director

Prepared by:



Chinua Obaze
Management Analyst

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (2)

Attachment A – BRG TPA

Attachment B – Evaluation Summary