



Agenda Report

March 11, 2024

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 32324 WITH WISS, JANNEY, ELSTNER ASSOCIATES, INC. BY \$150,000 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$650,000 FOR ON-CALL STRUCTURAL ENGINEERING SERVICES

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 common sense exemption that CEQA only applies to projects which have the potential for causing a significant effect on the environment;
2. Authorize the City Manager to amend Contract No. 32324 with Wiss, Janney, Elstner Associates, Inc. by \$150,000, which includes supplemental services of \$100,000 and a contingency of \$50,000 to provide for any necessary change orders, increasing the not-to-exceed amount to \$650,000 for on-call structural engineering services; 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 Wiss, Janney, Elstner Associates, 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.

BACKGROUND:

On July 11, 2022, City Council authorized the City Manager to enter into contracts with five consultants, including Wiss, Janney, Elstner Associates, Inc. (WJE), to provide on-call structural engineering services for a not-to-exceed amount of \$500,000 for a period of four years. The scope of work for each of the contracts includes, but is not limited to, preliminary studies, seismic analysis, forensic engineering, peer review, bridge inspection, construction plans, specifications, cost estimates, construction

administration, and building code analysis. Structural engineering services are primarily utilized for projects within the Municipal Buildings and Facilities, Parks and Landscaping, and Streets and Streetscapes sections of the CIP.

The City's on-call consultants provide services when City staff is not readily available, or when services exceed the expertise and/or qualifications of City staff. When individual projects are identified, the five contracted consultants are solicited for job-specific proposals. Consultant selection for individual projects is based on qualifications, expertise, time availability, and cost specific to project scope. When the project consultant is selected, a purchase order is issued against the consultant's master contract, and their services are funded by the individual CIP project.

Under on-call services Contract No. 32324, WJE has completed an assessment of the Del Mar Station parking garage and an assessment of the Fire Station 31 roof. Currently, WJE is developing construction documents for the retrofit and repair for the *Central Park – Lawn Bowling Clubhouse Retrofit – Design Phase* project (CIP #78091) and is conducting materials testing for the *Central Library Seismic Retrofit and Renovations* project (CIP #71922). To date, \$273,500 has been encumbered under the subject contract, leaving a balance of \$226,500.

Through the design phase for the *Central Library Seismic Retrofit and Renovations* project, additional independent materials testing of the masonry and concrete structural elements is required throughout the building. In order to access the building's structural members, the removal of the historic wall finishes is necessary, which requires the systematic cataloging and crating of the building's built-in historic casework and shelving in accordance with the Secretary of the Interior Standards for Rehabilitation.

It is in the City's best interest to continue to utilize WJE for the additional testing and historic finish removals as they are already currently mobilized on site, familiar with Central Library's existing conditions, and will ensure continuity with the project's design team. The total cost for the additional testing is \$376,500 which includes \$50,000 of contingency for unforeseen conditions. As such, staff is requesting an amendment to Contract No. 32324 for an additional \$150,000 in supplemental services.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's goal to improve, maintain, and enhance public facilities and infrastructure and to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 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:

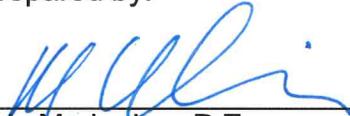
The total cost of this action will be \$150,000 for a revised contract amount not-to-exceed \$650,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Central Library Seismic Retrofit and Renovations – Design Phase* project (CIP #71922). There will be no impact to General Fund. It is anticipated all costs will be expended in fiscal years 2024 and 2025.

Respectfully submitted,



TONY OLMOS, P.E.
Director of Public Works

Prepared by:



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

Approved by:



MIGUEL MARQUEZ
City Manager