



Agenda Report

May 20, 2024

TO: Honorable Mayor and City Council

FROM: Water and Power Department

SUBJECT: AUTHORIZATION TO ENTER INTO INDIVIDUAL CONTRACTS WITH STYLO GROUP, INC., LEE & RO, INC., AND CIVILTEC ENGINEERING, INC. TO PROVIDE GENERAL ENGINEERING SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$2,000,000 PER CONTRACT FOR THE WATER AND POWER DEPARTMENT

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; and
2. Authorize the City Manager to enter into a contract without competitive bidding pursuant to the City Charter Section 1002 (F) "Contract for professional or unique services" with Stylo Group, Inc. for an amount not-to-exceed \$2,000,000, or five years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, to provide general engineering services; and
3. Authorize the City Manager to enter into a contract without competitive bidding pursuant to the City Charter Section 1002 (F) "Contract for professional or unique services" with Lee & Ro, Inc. for an amount not-to-exceed \$2,000,000, or five years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, to provide general engineering services; and
4. Authorize the City Manager to enter into a contract without competitive bidding pursuant to the City Charter Section 1002 (F) "Contract for professional or unique services" with Civiltec Engineering, Inc. for an amount not-to-exceed \$2,000,000, or five years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, to provide general engineering services.

BACKGROUND:

Pasadena Water and Power (“PWP”) completes projects in its Capital Improvement Program (“CIP”) that support the goals and recommendations as defined by the Water System and Resources Plan, which was adopted by City Council in October 2021. The CIP includes the need for booster improvements, well replacements, new water wells, and other projects to repair, replace, and rehabilitate aging infrastructure and provide a safe and reliable water system for customers. The capital program as adopted in FY 2024 – FY 2029 appropriations exceed \$125 M, requiring support for multiple concurrent projects.

Due to the volume and nature of the projects, a mix of in-house personnel and external contract resources are needed to complete tasks, including those requiring general engineering services (“GES”). Tasks may include planning and feasibility studies, design support, construction management supplementation, and inspection to support engineering solutions for water supply and delivery projects.

PWP’s Water Division has been using multi-year GES contracts since 2005. Multi-year contracts have proven to be beneficial by allowing PWP to efficiently obtain timely access to pre-qualified engineering firms and to reduce the administrative burden and time associated with contracting for such services on a project-by-project basis.

On January 31, 2024, a Request for Proposals (“RFP”), Project ID 2024-RFP-047, was issued seeking GES to support PWP with the completion of various water utility capital improvement projects. The RFP was posted on OpenGov Procurement with proposals due on February 28, 2024. The electronic posting generated notices to 3,287 vendors. Documents were downloaded by 65 vendors, five of which are local. Nine proposals were received, including one local firm.

An evaluation of the proposals using the criteria set forth in the RFP was conducted. The proposals were evaluated in accordance with the stated criteria outlined in the RFP and were scored based on Table 1 as follows:

Table 1: Ranked Proposals

<u>Firm Name</u>	<u>Location</u>	<u>Total Score</u>
Stylo Group, Inc	Altadena, CA	85.1
Lee & Ro, Inc	City of Industry, CA	80.8
Civiltec Engineering, Inc	Monrovia, CA	80.3
TKE Engineering, Inc	Riverside, CA	78.5
Woodard & Curran	Los Angeles, CA	76.1
Yao Engineering, Inc	Pasadena, CA	74.7
The Converse Professional Group, dba Converse Consultants	Monrovia, CA	69.1
Project Partners, Inc	Laguna Hills, CA	67.2
TAIT & Associates, Inc	Santa Ana, CA	64.6

A complete summary of the ranked proposals is included in Attachment A. The top three ranked firms are recommended to provide engineering services on a as-needed basis. Stylo Group, Inc., Lee & Ro, Inc., and Civiltec Engineering, Inc. resulted with the highest scores evaluated on a set of criteria demonstrating the firm’s depth and range of

engineering services, capabilities, and experience that will be needed. The selected firms will not be guaranteed any specific quantity or value of work, and they will not be eligible for any compensation except to the extent that is identified by the awarded task order and only upon completion to the City's satisfaction.

It is recommended that three individual five-year contracts be awarded for an amount not to exceed \$2,000,000 to each of the three firms. Once the approved contracts are in place, PWP will solicit proposals on a project-by-project basis from these consultants and award specific work through a Task Order process. Task orders will be approved by PWP's Assistant General Manager of Water.

The City awarded Stylo Group, Inc. one contract for PWP valued at \$2,000,000, which will expire on July 30, 2024. Since 2015, the City has awarded Lee & Ro, Inc. two PWP contracts, collectively valued at approximately \$4,000,000. Lee & Ro, Inc.'s active contract will expire on December 3, 2024. In 2021, the City awarded Civiltec Engineering, Inc. one PWP contract, valued at \$2,000,000 which will expire on August 6, 2024.

COUNCIL POLICY CONSIDERATION:

The proposed contracts are consistent with the Public Facilities Element of the General Plan and support the Council's goal to improve, maintain, and enhance public facilities and to implement capital improvements that will maintain and rehabilitate infrastructure. The contracts support PWP's Water System and Resources Plan by addressing the department's existing backlog of repairs and replacements and additional projects to increase the groundwater basin sustainable capacity, improve the water system, and address uncertainties in supply, regulations, and demand.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the CEQA in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The awarding of contracts for professional services (including environmental services) is an organizational and administrative action that 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. However, CEQA review may apply to construction projects in the future.

FISCAL IMPACT:

The total cost of this action will be \$6,000,000. Funding for this action will be addressed by the utilization of existing and future appropriations in various Water capital fund (412) Capital Improvement Projects: 01073 – Booster Improvements, 01074 – Well Improvements, 01088 – New Water Well, and 01093 – Reservoir Improvements. There is no anticipated impact to the operating budget.

Respectfully submitted,



DAVID M. REYES

Acting General Manager

Water and Power Department

Prepared by:



Johnathan Giang

Engineer

Water and Power Department

Approved by:



MIGUEL MÁRQUEZ

City Manager

Attachment A – On-Call General Engineering Services Proposal Evaluation Summary