

Agenda Report

November 18, 2024

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH AECOM FOR A NOT-TO-EXCEED AMOUNT OF \$700,000 FOR THREE YEARS WITH TWO OPTIONAL ONE-YEAR EXTENSIONS, TO PROVIDE GENERAL PLAN IMPLEMENTATION SERVICES FOR THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with AECOM for General Plan implementation services in an amount not to exceed \$700,000 for an initial three-year term, with two optional one-year extensions subject to City Manager approval; and
3. It is further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

In 2015, the City Council adopted the updated General Plan Land Use Element, Pasadena's long-range plan for managing growth and development within the city. Based on the City Council's direction, the Planning & Community Development Department launched a three-year work effort to update the City's Specific Plans in order to align the development standards and design guidelines with the land use guiding principles, goals, and policies of the General Plan. In May of 2016, the city released a Request for Proposals (RFP) for General Plan implementation services.

Following the City's competitive selection process, in February of 2017 the City Council authorized contract agreements with several consultants to assist with the update of five out of the eight Specific Plans.

In June of 2017, the City released a second RFP and following a competitive selection process, on November 13, 2017 the City Council authorized a contract agreement with AECOM in the not-to-exceed amount of \$1,711,587 (\$1,555,988 base fee plus 10% contingency) to assist with the update of the remaining three Specific Plans (Central District, East Colorado, and South Fair Oaks), to ensure consistency among all plans and assist with the preparation of the City's Zoning Code updates.

In February of 2018, the Planning Department launched the Specific Plan Update Program, referred to as *Our Pasadena – Putting the Plan in Motion*. Since the inception of the program, numerous stakeholder meetings and workshops have been conducted, along with the launch of a virtual open house and live webinars on how to best implement the General Plan.

Subsequently, in August 2019 the contract with AECOM was amended to increase the amount by \$2,129,480 for a total not to exceed amount of \$3,841,067 (\$3,491,879 base fee plus a 10% contingency of \$349,000). AECOM's contract was also amended to update all eight of the Specific Plans, update relevant portions of the Zoning Code, and prepare the necessary environmental analysis. AECOM subsumed the work contracted to other consultants to consolidate several of the City's contract services for General Plan Implementation to improve program efficiencies, strengthen the program, and generate cost savings to the City.

With City Manager approval, one-year time extensions were granted for the contract in 2021, 2022, 2023, and 2024, moving the expiration date to January 10, 2025, with \$349,000 in contingency funds approved in March 2022. Given the extended timeline and amount of work required to complete the remaining Specific Plan updates, the contract will expire with no additional time extensions available, prior to work being completed.

The remaining tasks to be completed include preparation of the three remaining Specific Plans (North Lake, East Pasadena, Fair Oaks/Orange Grove) which comprises additional work to address the public realm and support for Specific Plan maintenance and code amendments. Specifically, the remaining scope of work will focus on revising specific plan text, including the background, goals, policies, development standards, land use permissions and implementation programs to achieve desired outcomes. AECOM would also provide additional plan development with focus on the public realm for the specific plan areas. In addition, AECOM would provide support for implementation of the City's Zoning Code updates.

AECOM is a multi-disciplinary firm and has extensive experience in developing Specific Plans, drafting development standards and guidelines, codifying regulations, and standards, preparing environmental documents, and engaging the community. AECOM

has demonstrated its abilities to manage the update of multiple Specific Plans in a professional, efficient, and timely manner.

Based on AECOM's performance to-date, unique understanding of this program, extensive knowledge on development standards and the Zoning Code, and proven success in providing a variety of solutions that are grounded on reality and rooted in each unique place, it is in the City's best interest to grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

The Planning Department recommends that the City Council authorize the City Manager to enter into a contract with AECOM for \$700,000 (which includes a contingency amount of \$105,000) for an initial three-year term, with two optional one-year extensions subject to City Manager approval.

COUNCIL POLICY CONSIDERATION:

The proposed contract supports the Council-adopted General Plan.

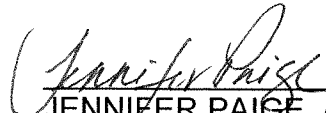
ENVIRONMENTAL ANALYSIS:

Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3). The contract award is covered by the commonsense exemption that CEQA applies only 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 the provisions of CEQA.

FISCAL IMPACT:


The total cost of the recommended action is \$700,000 over three years. Funding for this action will be addressed by existing budgeted appropriations in the Building Fund 204 to support the first year of contract costs. Future contract costs will be budgeted as part of the Department's annual operating budget. There is no impact to the General Fund.

Respectfully submitted,



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