

# Agenda Report

September 23, 2024

**TO:** Honorable Mayor and City Council

**THROUGH:** Public Safety Committee (September 18, 2024)

**FROM:** Police Department

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT BASED ON COMPETITIVE SELECTION WITH INTER-CON SECURITY GROUP SYSTEMS INC., FOR SUPPLEMENTAL TRAFFIC CONTROL SERVICES AT THE ANNUAL NEW YEAR'S ROSE PARADE FOR THREE YEARS IN AN AMOUNT NOT TO EXCEED \$180,000 WITH TWO ONE-YEAR OPTIONAL EXTENSIONS FOR A TOTAL OF \$300,000 FOR FIVE YEARS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3); the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with Inter-Con Security Systems, Inc., for supplemental traffic control and security services at the annual New Year's Rose Parade for three years in an amount not to exceed \$180,000 with the option of two one-year extensions, subject to the approval of the City Manager, for a total of \$300,000 for five years.

## **BACKGROUND:**

In order to provide adequate traffic control and security during the New Year's Rose Parade, it is necessary to supplement the City's police department with personnel and equipment provided by outside agencies.

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Upon the conclusion of the first year of this contract, the Police Department Command Staff will review the effectiveness of Inter-Con Security Systems, Inc's personnel, and their performance during the New Year's Rose Parade.

On June 25, 2024, the City released a Request for Proposals (RFP) for Special Event Security and Traffic Control for supplemental security and traffic control services for the annual New Year's Rose Parade. The RFP closed on Monday, July 29, 2024. The RFP was posted on OPENGOV, the City's online procurement hub. The RFP was downloaded by 10 security companies. Six companies submitted proposals. A review panel was convened which consisted of a Police Commander, two Police Lieutenants and a City of Pasadena Traffic Engineer. The panel evaluated and scored the six proposals based on criteria established in the RFP, including experience, professional qualification, hourly costs as well as local Pasadena business and small/micro business preferences. Each proposal was scored on a 100-point scale.

**Table 1: RFP Scoring Criteria**

Criteria	Percentage
Experience	60%
Cost	30%
Local Pasadena Business	5%
Small or Micro-Business	5%
<b>Total</b>	<b>100%</b>

Table 2 summarizes the average scores of the proposals by the three evaluators

**Table 2: Proposal Evaluation Scores**

Company	Experience	Cost	Local Business	Small/Micro Business	Total
Inter-Con	53.8	20.4	5	0	<b>79.12</b>
Citiguard	45	30	0	0	<b>75</b>
J1S & Assoc	45	21.3	0	5	<b>71.33</b>
Alpha Eagle	40.8	24.1	0	5	<b>69.83</b>
Apex	52.8	12.6	0	0	<b>65.39</b>
Valus	45	13.6	0	0	<b>58.6</b>

Based on the criteria outlined in the RFP and the six proposals submitted, the panel selected Inter-Con Security Systems, Inc. as the top company.

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Staff is recommending the City Council authorize a contract with Inter-Con Security Systems, Inc. to provide supplemental traffic control and security services at New Year's Rose Parade, not to exceed \$300,000.

**COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's Strategic Plan Goals to ensure public safety and maintain fiscal responsibility and stability.

**ENVIRONMENTAL ANALYSIS:**

The proposed contract has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the general rule 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 CEQA. Such is the case with the contract authorization for supplemental traffic control and security services. The proposed contract consists of supplementing the City's police department with Inter-Con Security Systems, Inc. traffic control and security officers during the New Year's Rose and does not propose any physical changes to the environment.

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**FISCAL IMPACT:**

Funding for the New Year's Rose Parade has been budgeted in the New Year's Day Fund (106). The costs for all Inter-Con Security Systems, Inc. traffic control and security services in connection with New Year's Rose Parade will be charged to Fund 106. There is no impact to the General Fund.

Respectfully submitted,



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EUGENE HARRIS  
Chief of Police


Prepared by:



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Derek Locklin  
Lieutenant

Approved by:



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MIGUEL MÁRQUEZ  
City Manager