



Agenda Report

August 25, 2025

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH TDG ENGINEERING, INC. TO DELIVER CONCEPTUAL DEVELOPMENT, PRELIMINARY ENGINEERING AND FINAL DESIGN SERVICES FOR PASADENA GREENWAYS FOR A TOTAL AMOUNT NOT TO EXCEED \$1,092,594

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 21065 and within the meaning of Section 15378(b); and
2. Authorize the City Manager to enter into a contract with TDG Engineering, Inc., as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, for professional engineering services for the Pasadena Greenways in the amount not to exceed \$1,092,594, which includes the base contract amount of \$586,313 to develop conceptual and preliminary design (Phase 1), the option for additional services to deliver Final Design including Plans, Specifications and Estimates (PS&E) in the amount of \$406,281 (Phase 2), and a contingency amount of \$100,000 for any necessary change orders subject to City Manager approval. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services).

BACKGROUND:

In 2015 as part of the General Plan Update, the City adopted the Bicycle Transportation Action Plan (BTAP), which identified north-south street corridors later known as the Greenways. The Pasadena Greenways are streets designed to be safe and accessible for all users, including people walking, bicycling, using wheeled mobility devices or driving. Greenways are characterized by low speeds and low traffic volumes, making them ideal for safer and more comfortable route options for active transportation modes.

In 2021, the Pasadena Greenways Feasibility Study was completed, which evaluated various traffic calming elements based on traffic conditions, bicycle Level of Traffic Stress (LTS), vehicular impacts (intersection Level of Service [LOS] and on-street parking), collisions, and accessibility to existing bicycle facilities and land uses, as well as high-level cost estimates. The study further identified planning-level concepts and recommended improvements to consider for each corridor. The four key north-south Greenway corridors are shown on the map (Attachment A):

- El Molino Avenue: Atchison Street to Bonita Drive (approx. 3.8 miles)
- Wilson Avenue: Washington Boulevard to California Boulevard (approx. 2.3 miles)
- Sierra Bonita Avenue: Washington Boulevard to Colorado Boulevard (approx. 1.6 miles)
- Craig Avenue: Paloma Street to Del Mar Boulevard (approx. 1.2 miles)

Some of the potential traffic calming measures include bicycle signage and sharrows, raised traffic calming median islands, bicycle detection at traffic signals, pedestrian crosswalks, and traffic circles.

In September of 2022 the City submitted a letter to Metro providing a list of projects for consideration for Measure R Mobility Improvement Project (MIP) funding in lieu of the California Boulevard Grade Separation Project. The Greenways were included in that list and identified as a priority due to their enhancements to the multimodal transportation network. The estimated project cost request to and award from Metro was \$12.0 million. The City and Metro subsequently executed a funding agreement in November 2024. Other sources of funds include \$450,000 awarded from the State of California's Affordable Housing and Sustainable Communities (AHSC) program to implement temporary quick-build demonstration treatments on Craig Avenue. The City has also appropriated \$150,000 in Traffic Reduction Fees. The total amount appropriated in the Greenways (Bike Boulevard) Implementation Capital Improvement Program (CIP) project is \$12,600,000.

The scope of services involves a phased contract approach. Phase 1, the base effort of the contract, will develop conceptual and preliminary designs for the Greenway corridor routes. Part of this effort will build off previous plans, concepts and design elements, as well as consider new and innovative design ideas. Community engagement for this project will be facilitated by a dedicated outreach consultant, under a separate contract. The contractor for the Greenways design will coordinate closely with the outreach team to provide technical support on the design during the engagement process and participate in all outreach activities. The scope also involves a Greenway Demonstration Safety element that allows for temporary quick-build installations on Craig Avenue to test treatments. The demonstration component will help facilitate community engagement and inform the overall design approach and outcomes to apply to the four corridors. After completion of Phase 1, the City will determine whether to exercise the contract option to continue to Phase 2. The Phase 2 option involves final design development to deliver up to 100%, final design, and a complete Plans, Specifications and Estimates (PS&E) package for advertising the construction of the four Greenway corridors. This phase also includes design support during construction. As the design proceeds from concept to final design, project components and timelines will be vetted through stakeholders

including City departments, authorities having jurisdiction, residents and businesses along each of the corridors, and interested community groups.

On April 7, 2025, the Department of Transportation issued a Request for Proposals (RFP) on OpenGov seeking consultant services for professional engineering and design services. Eighty-three firms downloaded the RFP, of which six were local. City staff called consultant firms that were identified as local firms in OpenGov, who did not download the RFP to notify them that the RFP was released. Four proposals were submitted by the due date of May 7, 2025. The four proposals did not include local firms as a prime consultant, but one did include a local firm as a subconsultant.

An inter-departmental evaluation committee from the Department of Transportation and Department of Public Works evaluated the proposals based on the criteria identified in the RFP. The scoring criteria included: Project Understanding; Experience and References; Project Approach; Staffing of Project/Ability to Perform; Cost Proposal; Local Pasadena Business; and Small or Micro-Business. Attachment B summarizes the selection committee's scoring and ranking for the proposing firms based on the evaluation criteria.

Below is the list of proposers and overall scores, on a scale from 0 to 100.

Firm	City	Total Score
AtkinsRéalis USA, Inc.	Los Angeles, CA	67
H.W. Lochner, Inc.	Monterey Park, CA	59.9
Kimley-Horn	Los Angeles, CA	76.3
TDG Engineering, Inc.	Los Angeles, CA	83.7

Based on the evaluation procedures and criteria specified in the RFP, the proposals were evaluated, scored, and ranked. Three top scoring firms were interviewed for further discussions and clarification to their proposals (AtkinsRéalis, Kimley-Horn and TDG Engineering, Inc.). The results of the evaluation recommended TDG Engineering, Inc. to be awarded the contract demonstrated by their overall total score.

TDG Engineering, Inc. is the contracting entity in California that Toole Design operates under and is affiliated with Toole Design Group, LLC. They are a recognized transportation consulting firm with expertise in active transportation design within California and North America. The City has previously worked with Toole Design. Toole Design was part of the design team for the conceptual and final design for the Union Street Cycle Track from December 2017 to December 2021. Toole Design developed a Complete Streets planning tool for the City between September 2018 to June 2020, and prepared the Pasadena Pedestrian Action Plan (completed in 2023). Toole Design has also completed work with other agencies relevant to the Pasadena Greenways. Toole Design provided design services for similar bicycle facility improvements in Redwood

City, CA from January 2020 to December 2020, and they also worked with City of Seattle on planning, design and construction for the Seattle Neighborhood Greenways.

The subconsultants teamed with Toole include Here LA, PSOMAS, Craftwater Engineering and Geo-Advantec, Inc. Craftwater Engineering is a local business that is currently working with Public Works on the Eaton Wash Project. Craftwater will provide support on sewer, drainage, and green infrastructure design. In 2021, Here LA worked with the City on the Allen Avenue Quick-Build Demonstration Project supporting engagement and capturing community input on design. PSOMAS has also worked with the City from 2018 to 2023 on the Cordova Street Complete Streets Project supporting preliminary engineering and final design. Geo-Advantec is tasked with providing geotechnical services, and they are currently under an on-call contract with Public Works supporting various street rehabilitation efforts.

The TDG, Engineering, Inc. team demonstrated the highest competence in active transportation design, project approach, similar project experience, and cost. Therefore, staff recommends the City enter into a contract for a total amount not to exceed \$1,092,594 with TDG Engineering, Inc.

The proposed contract will be structured as follows:

Phase 1, (base) effort with 24-month period	\$ 586,313
Phase 2, (option) additional 18-month period	\$ 406,281
Contingency (approximately 10%)	\$ 100,000
Contract "Not to Exceed" Amount	\$ 1,092,594

The Phase 1 effort of the project is expected to begin in September 2025.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to support and promote the quality of life and local economy. This project is also consistent with Mobility Element Policies:

- 1.2 Promote greater linkages between land uses and transit, as well as non-vehicular modes of transportation to reduce vehicular trip related emissions.
- 1.7 Design streets to achieve safe interaction for all modes of travel particularly for pedestrians and bicycle users.
- 1.11 Design Streets to reflect the mobility needs of the adjacent land use context to support healthy activities such as walking and bicycling.
- 1.12 Apply traffic management measures to manage vehicular speeds as a function of designated street type to ensure safe and orderly movement of all modes of travel.
- 1.17 Design streets to improve access to destinations by transit, bicycle and walking.
- 1.23 Improve public health by supporting walking and bicycling throughout the city.

- 2.5 Develop and maintain a comprehensive and integrated system of reduced stress bikeways and increase bicycle parking at destinations to promote bicycle riding as a mode of transportation.
- 2.8 Maintain existing and identify new opportunities for bicycle infrastructure.

ENVIRONMENTAL ANALYSIS:

The California Environmental Quality Act (CEQA) excludes, from environmental review, actions that are not “projects” as defined by CEQA Guidelines Section 21065 and within the meaning of Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of “project” continuing administrative or maintenance activities, such as purchases for supplies and services. The actions proposed herein, authorizing the City Manager to enter into a contract for services to deliver engineering designs, is an administrative activity for the purchasing of services, and therefore is not a “project” as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The total cost of this contract is \$1,092,594. Funding for this action will be addressed by the utilization of the existing budgeted appropriations in the Greenway (Bike Boulevard) Implementation (75126) CIP project. There is no impact to the General Fund.

The following table represents the fiscal impact.

Description	Cost
Phase 1 -Develop Conceptual & Preliminary Design	\$ 586,313
Phase 2 – Final Design PS&E (Optional)	\$ 406,281
Contingency	\$ 100,000
Total Fiscal Impact	\$ 1,092,594

Respectfully submitted,



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Attachments:

- Attachment A – Pasadena Greenways Map
- Attachment B – Consultant Scoring and Ranking