

# Agenda Report

February 10, 2025

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Department of Transportation

**SUBJECT: AUTHORIZE THE CITY MANAGER TO EXTEND THE TERM OF CONTRACT 31,568 WITH TRC ENGINEERING SERVICES, LLC FOR SIX MONTHS TO CONDUCT QUALITY CONTROL INSPECTIONS FOR THE PASADENA TRANSIT AND PASADENA DIAL-A-RIDE FLEET**

## **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 for the project;
2. Authorize the City Manager to extend Contract 31,568 with TRC Engineering Services, LLC for six months for a total contract period of January 1, 2020, through June 30, 2025, and allow for future contract term duration extensions, as needed, to conduct inspections of the Pasadena Transit and Pasadena Dial-A-Ride fleet within the current not to exceed contract amount of \$130,085; and
3. Grant the proposed contract extension 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:**

The City-owned transit fleet is comprised of 54 vehicles, including 38 fixed-route transit vehicles for Pasadena Transit and 16 demand-response vehicles for Pasadena Dial-A-Ride, all of which are maintained by the City's transit operations contractor. To ensure quality control over the maintenance of these transit vehicle assets, the City issued a Request for Proposal (RFP) in 2019 to hire a consultant to conduct vehicle fleet

inspections. The contract was awarded to TRC Engineering Services, LLC, which has since performed to the satisfaction of the City.

TRC Engineering Services, LLC provides third-party audits of the maintenance conducted by the City's transit operations contractor and performs onsite inspections of buses being procured by the City during the manufacturing process. These inspections ensure buses meet specifications, maintain quality control during production, and pass final inspections before being accepted into the City's fleet.

As part of a federally required audit conducted by TRC Engineering Services, LLC and an unforeseen need to further review documentation of the manufacturing process for a recent vehicle purchase, additional time is required to complete the review. The recommendation is to further extend the contract by six months, through June 30, 2025, and allow for future contract term extensions at the discretion of the City Manager without increasing the existing contract amount of \$130,085. This extension is in the City's best interest because without the completed audit, the City would not be eligible to request reimbursement of \$145,800 in federal funding.

**COUNCIL POLICY CONSIDERATION:**

The proposed action to extend the contract with TRC Engineering Services, LLC aligns with the goals of the Strategic Plan. This project supports the City Council Guiding Principle five of the General Plan: Mobility Element, to promote Pasadena as a city where people can circulate without cars. The project will allow the City to provide reliable public transportation by ensuring transit vehicles are properly maintained and that new transit vehicles are manufactured to the agreed-upon specifications.


**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The extension of a contract for the inspections of Pasadena Transit and Pasadena Dial-A-Ride vehicles is a continuing administrative and maintenance activity 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.

**FISCAL IMPACT:**

This action will not require an additional budget appropriation and there is no impact to the General Fund.

Respectfully submitted,

  
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Director  
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