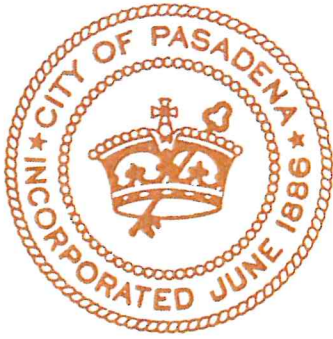




Agenda Report

November 24, 2025

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SHADE STRUCTURES, INC. dba USA SHADE & FABRIC STRUCTURES FOR MCDONALD PARK AND VICTORY PARK PLAYGROUND SHADE STRUCTURES PROJECT FOR AN AMOUNT NOT TO EXCEED \$1,065,444

RECOMMENDATION:

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Title 14, Chapter 3, Article 19, Section 15301, Class 1 – Existing Facilities, and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances;
2. Authorize the City Manager to enter into a contract with Shade Structures, Inc. dba USA Shade & Fabric Structures for the McDonald Park and Victory Park Playground Shade Structures project for an amount not to exceed \$1,065,444, which includes the base contract amount of \$926,473 and a contingency of \$138,971 to provide for any necessary change orders. Competitive bidding is not required pursuant to City Charter Section 1002(H), contracts with other government agencies or their contractors for labor, materials, supplies or services; and
3. 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:

The addition of shade structures at community parks enhances user comfort and safety, extends the lifespan of playground equipment, and promotes longer periods of active play by providing protection from direct sun exposure, reducing surface temperatures, and minimizing equipment deterioration caused by ultraviolet radiation.

The *Citywide Parks Playground Shade Structure Installations – Phase I (78084)* Capital Improvement Project (CIP) provides for the design and construction of new shade structures at select City playgrounds. Under this phase, shade structures are being installed at McDonald Park and Victory Park, following the successful completion of a similar installation at Washington Park in 2024.

Sourcwell is a public government agency created specifically by the Minnesota legislature as a local unit of government (under Minnesota Constitution, article XII, section 3). Sourcwell operates as a service cooperative and acts as a national municipal contracting agency which establishes and provides nationally leveraged and competitively solicited construction contracts that can be utilized by member agencies such as the City of Pasadena. In November 2020, Sourcwell issued a Request for Proposals for Playground and Water Play Equipment with Related Accessories and Services. Twenty-five submissions were received and evaluated by the Sourcwell selection committee. Submissions were scored on a weighted scale of eight different criteria, with pricing being the most heavily weighted. The process undergone by Sourcwell has resulted in competitive pricing.

PlayPower, Inc., the parent company to Shade Structures Inc., who has a regional office in Orange County, earned the highest score out of the twenty-five respondents with 872 points out of a possible 1,000 and was awarded a contract through February 17, 2025, which was extended to February 17, 2026. As part of PlayPower, Inc.'s proposal to Sourcwell, pricing was submitted for products and services provided by Shade Structures, Inc. Since PlayPower, Inc. received the highest score for their proposal, individual product-specific pricing contracts were agreed upon with Shade Structures, Inc. As instructed by PlayPower, Inc., Sourcwell member agencies are to obtain proposals and contract directly with their subsidiaries under the product-specific Sourcwell contracts.

Shade Structures Inc. has agreed to extend the contract prices, terms, and conditions under Sourcwell Contract #010521-LTS-6 to the City for shade structures at McDonald and Victory Park playgrounds. As part of the Sourcwell contract terms, any entity who utilizes the contract receives a 10% discount on finished product costs. In addition, the proposal extended to the City as part of this agreement is based on the established unit pricing for materials under the 2020 contract. The 2020 contract pricing is fixed and has not been subject to escalations due to inflation. Furthermore, the City is not aware of any local vendors who directly furnish the design, fabrication, and install of shade structures, and none have bid similar projects in the past.

As part of this contract, Shade Structures, Inc. will be providing engineering and design services, materials, and installation services. Since Shade Structures, Inc. is able to provide all engineering and design services, the City will be able to further reduce the overall project costs by eliminating the need to hire outside consultants to develop construction documents for bidding purposes. Furthermore, contracting directly with a turn-key vendor eliminates additional overhead costs bid by a general contractor.

The proposed contract fully complies with the Living Wage Ordinance. The contractor has indicated the awarding of this contract will result in no new hires to the present workforce. In accordance with the Local Preference provisions of the contract, the contractor is encouraged to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions generated from this contract.

Shade Structures, Inc. has performed satisfactory work for the City on the Washington Park Playground Shade Structure project for a contract amount of \$245,673. In addition, they performed work as a subcontractor to install shade structures at Playhouse Village Park playground and Robinson Park basketball courts. Staff has confirmed the contractor's license and verified that their Department of Industrial Relations status is in good standing.

The contract will be set up as follows:

Total Base Bid	\$ 926,473
Contingency	<u>\$ 138,971</u>
Contract Not-to-Exceed Amount	\$1,065,444

A contingency of 15 percent is allocated to this contract given possible unforeseen conditions that may be encountered. It is anticipated that construction will begin in January 2026 and be completed in March 2026. The proposed dates include the material lead time required for manufacturing and delivery of items.

COUNCIL POLICY CONSIDERATION:

This proposed purchase is consistent with the City Council's goal to improve, maintain, and enhance public facilities and infrastructure.

ENVIRONMENTAL IMPACT:

The contract award has been determined to be categorically exempt under the CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Section 15301, Class 1, minor alterations of existing public facilities involving negligible or no expansion of use beyond that previously existing at the time of the lead agency's determination. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

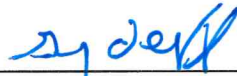
FISCAL IMPACT:

The cost of this contract including contingency is \$1,065,444 and the total cost of this action will be \$1,185,444. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Citywide Parks Playground Shade Structure Installations – Phase 1* (78084) CIP project. There is no impact to the General Fund, as this project is fully funded by Residential Impact Fee, Los Angeles County Measure A funds, and Safe, Clean Water Program (Measure W) – Local Return funds. It is anticipated that all costs will be expended in FY 2026.

The following table represents a contract summary.

Base Bid	\$ 926,473
Contingency	\$ 138,971
Contract Administration/Inspection	\$ 120,000
Total Fiscal Impact	\$ 1,185,444

Respectfully submitted,



GREG DE VINCK, P.E.
Director of Public Works

Prepared by:



Brent Maue, P.E.
City Engineer

Approved by:



MIGUEL MÁRQUEZ
City Manager