



# Agenda Report

January 12, 2026

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Department of Transportation

**SUBJECT:** **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH FEHR & PEERS FOR THE CITYWIDE ACTIVE TRANSPORTATION PLAN (ATP) FOR A TOTAL AMOUNT NOT TO EXCEED \$890,989 AND APPROPRIATE \$712,791 OF FEDERAL HIGHWAY ADMINISTRATION (FHWA) GRANT FUNDS INTO THE DEPARTMENT OF TRANSPORTATION (DOT) BUDGET**

**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);
2. Authorize the City Manager to enter into a contract with Fehr & Peers, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, for the development of the Citywide Active Transportation Plan (ATP) funded through Federal Highway Administration (FHWA) Safe Streets and Roads for All (SS4A) funds and local match funds in the amount not to exceed \$890,989 which includes the base contract amount of \$809,990 and a contingency amount of \$80,999 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);
3. Authorize the City Manager to approve no-cost amendments to the subject contract including durational extensions; and
4. Amend the Department of Transportation's (DOT's) FY 2026 Operating Budget to recognize and appropriate \$712,791 from FHWA SS4A grant funds and the local match of \$178,198 is included in the DOT General Fund Operating Budget as detailed in the fiscal impact section.

## **BACKGROUND:**

In April 2023, the FHWA issued a Notice of Funding Opportunity for the SS4A grant program with up to \$1.177 billion available for local, regional, and tribal agencies to enhance roadway safety. The Department of Transportation (DOT) applied for and was awarded an Action Plan grant to develop an Active Transportation Plan (ATP). In June 2024, the City Council provided authorization for the City Manager to enter into an agreement with the FHWA to receive the SS4A funding to develop the ATP. This action will allow City staff to secure consultant services using the approved funds to complete the ATP.

The ATP will update and integrate elements of the 2015 Bicycle Transportation Action Plan, 2006 Pedestrian Plan, 2024 Pedestrian Transportation Action Plan, and Safe Routes to School planning work to create a comprehensive plan for safe and accessible walking, bicycling, and rolling in the City. The community-driven plan will focus on the following key areas: complete active transportation networks, transportation safety, education, infrastructure improvements, consistency with the Mobility Element, and incorporating the latest best practices in active transportation. Equity and transportation safety will be integral to the planning process with the ATP in alignment with the City's recently adopted Focused Local Roadway Safety Action Plan and the City's goal of zero traffic fatalities by 2035. Using these criteria, the plan will identify community-supported, actionable active transportation projects.

On July 14, 2025, the DOT issued a Request for Proposals (RFP) on OpenGov seeking professional consultant services to develop the ATP. Eighty-five firms downloaded the RFP. Nine proposals were submitted by the due date of September 1, 2025. Three of the prime consultant firms that provided submittals were small or micro-businesses. While typically local preference is also considered on City procurements, the FHWA SS4A grant funding requirements based on the Federal Uniform Administrative Requirements (2 CFR Part 200) do not allow the City to evaluate firms based on this criterion. An interdepartmental evaluation committee from the DOT and the Planning and Community Development Department evaluated the proposals based on the criteria identified in the RFP. The scoring criteria included: proposed solution, experience, cost proposal, and small or micro-business status. Below is the list of proposers and overall scores, on a scale from 0 to 100.

<b>Firm</b>	<b>City*</b>	<b>Total Score**</b>
Fehr & Peers	Los Angeles, CA	88
Alta Planning & Design	Los Angeles, CA	85
Nelson\Nygaard Consulting Associates, Inc.	Los Angeles, CA	84
T.Y. Lin International	Los Angeles, CA	81
Kimley-Horn and Associates, Inc	Pasadena, CA	71
Chen Ryan Associates, Inc	Los Angeles, CA	66
Cambridge Systematics, Inc.	Los Angeles, CA	58
T J K M	Pleasanton, CA	54
Linscott, Law & Greenspan, Engineers	Pasadena, CA	50

\*City is firm's closest office to Pasadena

\*\*Score rounded to whole number

Staff met with the top four firms to further discuss and clarify their proposals: Fehr & Peers, Alta Planning & Design, Nelson\Nygaard Consulting Associates, Inc., and T.Y. Lin International. Based on the evaluation procedures and criteria specified in the RFP, the proposals were evaluated, scored, and ranked.

The evaluation panel recommended that Fehr & Peers be awarded the contract, as demonstrated by the firm receiving the highest total score. Fehr & Peers is a recognized multimodal transportation planning and engineering consulting firm with over 430 employees and significant experience in the Southern California region. The Fehr & Peers team includes local Pasadena community-based nonprofit Day One, interdisciplinary design and outreach firm HERE, Lochner (formerly KOA), and Environmental Science Associates.

Fehr & Peers has significant experience in providing transportation planning services and has a track record of successfully delivering transportation planning projects for the City of Pasadena. Most recently, Fehr & Peers supported the City in creating the SS4A funded Focused Local Roadway Safety Action Plan (a contract value of approximately \$249,810) adopted by City Council in 2025. Additional work Fehr & Peers has completed for the City of Pasadena includes developing the Pedestrian Safety Study at Signalized Intersections (a contract value of approximately \$45,000), which identified high collision locations and safety enhancements for those intersections. They also developed the Pedestrian Crossing Treatment Guidance report (a contract value of approximately \$68,000) that provides a toolbox of pedestrian safety enhancements for multiple roadway types and guidelines for their use. Additional notable experience working in Southern California includes the City of Pico Rivera Active Transportation Plan, the Los Angeles Department of Transportation 2028 Olympic Games Active Transportation Corridors Project, and the City of Covina Active Streets and Multimodal Connectivity Plan. Fehr & Peers' experience delivering SS4A grant-funded projects will be valuable in effectively delivering an ATP in compliance with the FHWA program.



Fehr & Peers demonstrated the highest competence, based on the evaluation criteria: proposed solution, experience, cost proposal, and small or micro-business status. Therefore, staff recommends that the City enter into a contract for a total amount not to exceed \$890,989 with Fehr & Peers.

The proposed contract will be structured as follows:

ATP Services	\$809,990
Contingency (approximately 10%)	<u>\$80,999</u>
Contract "Not to Exceed" Amount	\$890,989

The project is expected to begin in February 2026.

**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 by advancing the ATP 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.
- 1.17 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:**

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 professional services, 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 including contingency is \$890,989. The SS4A grant requires a twenty percent local match. Funding for this action will be addressed through an amendment to the DOT's FY 2026 Operating Budget, recognizing and appropriating \$712,791 in SS4A FHWA grant funds and the local match of \$178,198 is included in DOT's General Fund Operating Budget, for a total project cost of \$890,989. The funds will be directed into the DOT contract services account 10124003-811400.

The following table represents the fiscal impact.

Description	Cost
SS4A FHWA Grant Funds	\$712,791
Local Match	\$178,198
Total Fiscal Impact	\$890,989

Respectfully submitted,



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