

Agenda Report

March 2, 2026

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXTEND CONTRACT 32,548 FOR TWELVE MONTHS WITH TRANSPORTATION MANAGEMENT & DESIGN, INC. TO PROVIDE CONSULTING SERVICES TO UPDATE THE PASADENA TRANSIT SHORT RANGE TRANSIT PLAN

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 32,548 with Transportation Management & Design for twelve months for a total contract period of May 22, 2023 through May 22, 2027, to provide consulting services to update the Pasadena Transit Short Range Transit Plan within the current not to exceed contract amount of \$348,056; 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:

In order to continue to receive certain local, state and federal transit funding, the Department of Transportation is required to update the Pasadena Short Range Transit Plan (SRTP) every five years. The last SRTP was finalized in 2019. The SRTP provides guidance for five years of programming of transit service development and investments that support the policy goals for the City's public transit services. A Request for Proposal (RFP) was issued to hire a consultant to update the Short Range Transit Plan, and in 2023 City Council awarded a contract to Transportation Management & Design, Inc. The vendor has performed well and to the satisfaction of the City.

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The recommended action is to extend the contract with Transportation Management & Design, Inc. by twelve months. The current contract expires on May 22, 2026, and the proposed contract amendment would extend the contract end date to May 22, 2027. Initially the work was scheduled during the original contract term; however, impacts associated with the Eaton Fire delayed the completion of the project.

COUNCIL POLICY CONSIDERATION:

This project supports the City Council Guiding Principle 5 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 that the current services meet the community's needs or recommending changes for greater efficiency.

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 execution of a contract for consulting services for the Short Range Transit Plan is a continuing administrative 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:

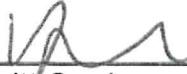
This action will not require an additional budget appropriation and there is no impact to the General Fund.

Respectfully submitted,



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Director, Department of Transportation

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Approved by:



MIGUEL MARQUEZ
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