



Agenda Report

April 13, 2026

TO: Honorable Mayor and City Council

FROM: Departments of Public Works and Transportation

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH STANTEC CONSULTING SERVICES, INC. FOR BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE HYDROGEN FUELING STATION PROJECT IN AN AMOUNT NOT TO EXCEED \$316,800

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;
2. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Stantec Consulting Services, Inc. for Bidding and Construction Administration Services for the Hydrogen Fueling Station project for a total amount not to exceed \$316,800, which includes a base contract of \$288,000 and a contingency of \$28,800 to provide for any necessary additional services; and
3. Grant the proposed contract with Stantec Consulting Services, Inc. an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049(B), contracts where the best interests of the City are served.

BACKGROUND:

The Hydrogen Fueling Station project will construct a hydrogen fueling facility to support Pasadena Transit's transition to zero-emission buses as identified in the Pasadena Zero

5/18/2026

Emission Bus (ZEB) Rollout Plan. The facility will be located on City-owned property at 159 South Kinneloa Avenue and will provide the fueling infrastructure necessary to support the planned deployment of hydrogen fuel cell buses.

The project includes installation of a hydrogen fueling station with onsite liquid hydrogen storage, fueling dispensers and canopy, a mechanical equipment enclosure, and associated hydrogen fueling equipment. Additional site improvements include construction of a parking area, landscaping, pedestrian lighting improvements along South Kinneloa Avenue, and installation of a traffic signal and crosswalk at the intersection of South Kinneloa Avenue and East Del Mar Boulevard.

The Hydrogen Fueling Station project is funded through State grant programs intended to support the development of zero-emission transit infrastructure. The primary funding source is the Transit and Intercity Rail Capital Program (TIRCP), which is administered by the California Department of Transportation (Caltrans) on behalf of the California State Transportation Agency (CalSTA). The TIRCP program provides funding in sequential phases: Project Approval and Environmental Documentation, Design, and Construction. Caltrans authorizes advancement to subsequent phases upon completion and approval of the preceding phase.

The project also receives funding from the Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles (EnergIIIZE) program, which is funded by the California Energy Commission's Clean Transportation Program and administered by CALSTART. Both grant programs support infrastructure investments that enable the deployment of zero-emission transit vehicles and reduce greenhouse gas emissions.

On August 15, 2024, the City Manager authorized a contract with Stantec Consulting Services, Inc. (Stantec) for Phase I – Project Approval and Environmental Documentation (PA&ED) services for the Hydrogen Fueling Station project for an amount not to exceed \$112,873. Phase I services included public outreach, preliminary engineering, conceptual design development, and preparation of technical documentation necessary to support environmental review and project approval. Phase I services have been completed.

At the time the contract was executed, it was anticipated that Stantec could perform a subsequent phase of work involving preparation of final design and construction documents. However, that work was not authorized under the City Manager memorandum and would have required a future City Council action following completion of Phase I and receipt of authorization from Caltrans to proceed to the next project phase.

On March 17, 2025, the City Council authorized the use of an alternative project delivery method utilizing a Design-Build-Operate-Maintain (DBOM) approach for the Hydrogen Fueling Station project pursuant to Pasadena Municipal Code Section 4.08.136.

Under the DBOM delivery model, a single entity will be responsible for the final design and construction of the facility, as well as operation and maintenance of the hydrogen fueling station for a defined period following completion. Because the DBOM contractor will be responsible for preparing the final design and construction documents, the previously anticipated consultant scope to prepare plans, specifications, and estimates is no longer required.

During the Phase I performance period, Stantec completed several key deliverables including a design survey, community outreach meetings, conceptual design documents, performance specifications, a geotechnical investigation, and architectural drawings. These deliverables established the preliminary technical framework for the project and informed the environmental documentation process.

The materials prepared by Stantec are being utilized as the basis of design for the Design-Build Operate Maintain Request for Proposals (RFP). The procurement process is currently underway, and a recommendation for contract award will be presented to the City Council at a future date.

Although the DBOM contractor will be responsible for completing the final design and construction of the hydrogen fueling station, City staff require specialized technical expertise to effectively oversee the project and ensure that the contractor's work meets the City's operational, safety, and performance requirements. Hydrogen fueling infrastructure involves specialized systems, equipment, safety protocols, and regulatory requirements that require subject matter expertise not currently available within City staff.

Given Stantec's extensive experience with hydrogen fueling infrastructure and their familiarity with the project developed during Phase I, it is in the best interest of the City to retain Stantec to continue supporting the project as the City's technical consultant during the design-build contractor procurement, design, and construction phases. Stantec will assist City staff with technical review of design-build proposals, review of design submittals for consistency with the City's performance specifications, coordination with regulatory agencies and stakeholders, provide technical guidance during construction, and assist with implementation of a temporary hydrogen fueling system to support Pasadena Transit operations during the transition period.

Staff has reviewed Stantec's proposed scope of services, staffing plan, and fee schedule and has negotiated a cost for the additional services. It is recommended the City enter into a contract with Stantec Consulting Services, Inc. for an amount not to exceed \$316,800, including a contingency of \$28,800, to provide technical consulting services during the design-build contractor procurement, design, and construction phases of the Hydrogen Fueling Station project.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's goal to support sustainability by promoting alternative energy-generating facilities and minimizing impacts to the natural

environmental by reducing energy consumption, pollution, and greenhouse gas emissions.

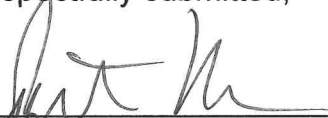
ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not “projects” as defined by CEQA Section 21065 and CEQA Guidelines Section 15378. The proposed action to authorize a contract for professional services is an 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 does not constitute 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. The involved contract is for professional engineering services only and the proposed action does not involve the City’s approval of or commitment to undertaking the Hydrogen Fueling Station project.

FISCAL IMPACT:


The total cost for this contract, including contingency, is \$316,800. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Hydrogen Fueling Station (75133) CIP* project. It is anticipated that all costs will be expended through FY 2028. There is no General Fund impact.

Respectfully submitted,



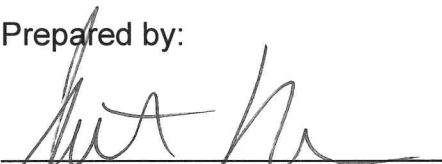
FOR GREG DE VINCK.
Director of Public Works

With Concurrence,



JOAQUIN T. SIQUES, T.E.
Director of Transportation

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MIGUEL MARQUEZ
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