Agenda Report

November 10, 2026

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO CONTRACT WITH HR GREEN PACIFIC, INC. FOR ON-CALL TELECOMMUNICATIONS FACILITIES ENTITLEMENT CASE ASSESSMENT AND MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED $1,500,000**

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 Public Resources Code Section 21065 and within the meaning of State CEQA Guidelines Sections 15378;

2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code with HR Green Pacific, Inc. for On-Call Telecommunications Facilities Entitlement Case Assessment and Management Services for a total amount not-to-exceed $1,500,000 over a five-year term. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services).; and

3. Authorize the City Manager to approve no-cost amendments to the subject contract including durational extensions.

BACKGROUND:

In 2022, the City entered into service contracts with HR Green Pacific, Inc. and with KOA Corporation for as-needed telecommunications facilities permit processing and construction management consultant services. These contracts were previously awarded for $1,500,000 each and will expire in March 2027.

The Department of Public Works (PW) is seeking qualified consulting firms to perform services on permit application review and processing, construction management, and inspection of telecommunication facilities. The services are rendered for the proposed installation of telecommunication facilities within the public right-of-way, in conformance

with Pasadena Municipal Code (PMC) Chapter 12.22 - Telecommunication Facilities in the Public Right-of-way, and all applicable City and Federal Communications Commission (FCC) standards and requirements.

The permit review and processing services include review of application packages of construction drawings, structural calculations, and technical reports; coordination with applicants and internal City staff; management of notice distributions and site postings by applicants; project tracking with timely responses to comply with FCC shot clock regulations; and preparation of findings such as incomplete notices, decision letters, and draft entitlement permits.

The construction management and inspection services include oversight of construction activities associated with permitted telecommunications facilities; management of construction schedules for contractors and inspectors; coordination and outreach with stakeholders; inspection and site monitoring for compliance with approved plans and permit conditions; responses to requests for information, complaints, and field issues; preparation of daily and weekly construction reports with photographs; and coordination of punch-list items through permit closeout.

Major telecommunications carriers, including Verizon, T-Mobile, and AT&T, and/or their representatives have shared their anticipated citywide deployment plans. While expenditures under the City's existing five-year contracts with HR Green Pacific, Inc. and KOA Corporation have totaled approximately $93,000, a significant increase in activity is anticipated over the next five years. The City expects to receive approximately 100 applications for new small cell installations within the public right-of-way over the next two years alone. Many of the proposed sites are concentrated in areas serving the 2028 Olympic sports venues and within the City's commercial districts, although installations are also proposed in other residential areas to improve wireless coverage and service capacity.

Public Works issued a Request for Proposals (RFP) for On-Call Telecommunications Facilities Entitlement Case Assessment and Management Services on August 24, 2026. The City received three proposals on September 14, 2026, in response to the RFP, of which none was local.

Below is a list of the three responsive proposers (organized by rank):

Responsive Proposers	Location	Ranking Score
HR Green Pacific, Inc.	Corona, CA	87
Accenture Infrastructure and Capital Projects, LLC	Culver City, CA	58
Permitech Solutions Corporation	Woodland Hills, CA	58

A selection committee consisting of PW staff evaluated the proposals based on the criteria established in the RFP, including qualifications and experience, key personnel, municipal experience, time commitment and availability, fee proposals, references, and applicable local and small/micro-business preferences. Attachment A summarizes the committee's scoring and ranking of the proposing firms. HR Green Pacific, Inc. received the highest overall score and is recommended for award based on its demonstrated qualifications, relevant experience, and ability to provide the full scope of services.

HR Green Pacific, Inc. demonstrated comprehensive qualifications and directly relevant experience in telecommunications facility entitlement review, project and permit management, civil and structural engineering, construction management, and inspection within the public right-of-way. The firm is currently under a five-year contract with the City of Pasadena performing substantially identical telecommunications permit processing, technical review, construction management, and inspection services, providing the proposed team with direct familiarity with the City's requirements, procedures, and applicable telecommunications standards. HR Green Pacific's proposal demonstrated a multidisciplinary team with the technical expertise and staffing capacity necessary to perform the full scope of services, including management of concurrent applications and compliance with applicable FCC shot-clock requirements. Based on its qualifications, directly comparable municipal experience, proposed personnel, availability, and demonstrated ability to perform the complete scope of services, HR Green is recommended for award.

It is recommended that the City enter into an on-call contract with HR Green Pacific, Inc. The contract will be established with a not-to-exceed amount of $1,500,000 over a five-year term commencing on the date that the contract is fully executed.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure, support and promote the quality of life and local economy, and ensure public safety.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by Public Resources Code Section 21065 and within the definition of CEQA Guidelines

Section 15378. Sections 21065 and 15378 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(b) excludes from the definition of "project" continuing administrative or maintenance activities, such as securing supplies and services. The actions proposed herein, authorizing the City Manager to enter into an extended contract for On-Call Telecommunications Facilities Entitlement Case Assessment and Management services, is an administrative activity for the securing 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 proposed contract has a maximum not-to-exceed amount of $1,500,000 over a five-year term. The costs associated with the consultant's services will be recovered from telecommunications facility applicants through deposits collected by the City for permit application review, processing, construction management, and inspection. These deposits are maintained for cost-recovery purposes and are separate from applicable permit or license fees governed by FCC regulations. The applicant deposits will be used to compensate the consultant for services performed under the contract. Accordingly, no City General Fund expenditures are anticipated for these services.

Respectfully submitted,

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

Prepared by:

Brent Maue, P.E.
City Engineer

Approved by:

MATTHEW E. HAWKESWORTH
Interim City Manager

Attachment A – Consultant Scoring and Ranking