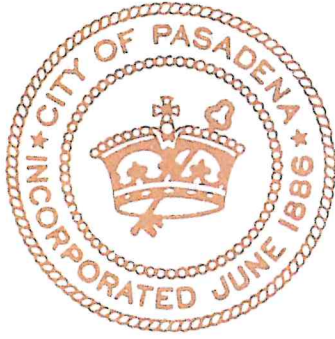




Agenda Report

September 15, 2026

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: **AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT 32112 WITH FEHR & PEERS FOR PROFESSIONAL SERVICES TO PREPARE TECHNICAL TRANSPORTATION STUDIES, TO INCREASE THE CONTRACT AMOUNT BY \$100,000 TO A NOT-TO-EXCEED AMOUNT OF \$400,000, AND EXTEND THE CONTRACT THROUGH JUNE 25, 2027**

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 Public Resources Code Section 21065 and within the meaning of State CEQA Guidelines Section 15378;
2. Authorize the City Manager to amend Contract 32,112 with Fehr & Peers to increase the contract amount by \$100,000, thereby increasing the total not-to-exceed amount from \$300,000 to \$400,000 and extending the contract by eight months through June 25, 2027; and
3. To the extent the amendments to Contract 32,112 could be considered a separate procurement subject to the Competitive Selection Process, grant an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served. Competitive price bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services.

BACKGROUND:

On October 25, 2021, the City Council authorized the City Manager to enter into a contract with Fehr & Peers, for on-call technical transportation studies services. These on-call technical transportation studies support the City's Transportation Impact Review process, under which the Department of Transportation evaluates how proposed development projects would affect the City's street network. Depending on a project's

size, this can include a Local Mobility Analysis and a transportation analysis prepared to comply with the California Environmental Quality Act (CEQA). These studies assess a project's effects on pedestrians, bicyclists, transit users, and motorists, consistent with the General Plan Mobility Element, and inform any conditions of approval, mitigation measures, or fees required for a project, such as the Traffic Improvement Fee. The full cost of these studies is paid by the project applicants through development review fees, at no cost to the City's General Fund.

The terms of the contract were for four years commencing on the date of execution by the City, or until expenditure of an amount not to exceed \$300,000, whichever occurs first, and a one-year no-cost optional extension at the discretion of the City Manager. The contract is set to expire on October 25, 2026.

Staff is preparing a request for proposals (RFP) to establish a new roster of on-call consultants for technical transportation studies, with firm selection anticipated by the end of the calendar year. In the interim, several ongoing transportation studies must be completed before the new contracts are in place.

To ensure continuity of operations and timely completion of these projects, staff recommends increasing the contract authority by \$100,000 for a new not-to-exceed amount of \$400,000 and extending the contract by eight months through June 25, 2027. Approving this amendment is in the City's best interest, as it will allow necessary work to proceed while the RFP process is finalized.

COUNCIL POLICY CONSIDERATION:

The on-call technical transportation studies performed under this contract support the City's review of development applications and other transportation-related analyses that inform roadway and pedestrian/bike safety improvements. Continued access to on-call professional services allows staff to complete pending studies without interruption while the City conducts its competitive process to select a new roster of on-call consultants.

The proposed action is consistent with the goals and objectives of the General Plan Mobility Element, including to:

- Enhance Livability
- Encourage walking, biking, and other alternatives to motor vehicles

Specifically, this project addresses these policies of the Mobility Element:

Policy 1.9 Support local and regional air quality, sustainability, and GHG emission reduction goals through management of the City's transportation network.

Policy 1.16 Support mobility performance measures which support the City's sustainability goals.

Policy 1.31 Emphasize transportation projects and programs that will contribute to a reduction in vehicle miles traveled per capita, while maintaining economic vitality and sustainability.

This work also supports one of the City's Top Priorities: To improve roadways and implement pedestrian/bike safety strategies.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by Public Resources Code Section 21065 and within the meaning of CEQA Guidelines 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 activities or maintenance activities, such as the purchase of supplies and services, that will not result in direct or indirect physical changes in the environment. The actions proposed herein, authorizing the City Manager to increase and extend an existing contract for professional services for the preparation of technical transportation studies, is an administrative activity, 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 amendment will increase the not-to-exceed amount by \$100,000, for a revised total of \$400,000. Funding for the contract will be provided entirely by applicant fees collected for land development review, including costs for technical analyses, meeting attendance, and deliverables. No impact to the City's General Fund is anticipated.

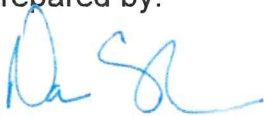
The contract will be administered through the General Fund Projects Fund (105) within the Department of Transportation's FY 2027 Adopted Operating Budget. Staff time required to review consultant analyses will also be fully funded by applicant fees.

Respectfully submitted,



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Approved by:



MATTHEW E. HAWKESWORTH
Interim City Manager