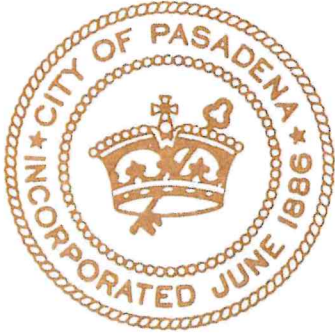




Agenda Report

September 15, 2026

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO CONTRACTS WITH BKF ENGINEERS, PSOMAS, AND TETRA TECH, INC. FOR ON-CALL SURVEY CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$1,000,000 FOR EACH CONSULTANT

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; and
2. Authorize the City Manager to enter into individual contracts, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code with BKF Engineers; Psomas; and Tetra Tech, Inc. for On-Call Survey Consulting Services for a total amount not-to-exceed \$1,000,000 for each consultant over a five-year term. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services).

BACKGROUND:

In 2022, the City entered into services contracts with MNS Engineers Inc., Cabrinha, Hearn and Associates, and David Evans & Associates, Inc. for on-call land survey consulting services. The services provided include plan review of subdivision maps for private developments, and various field survey and right-of-way engineering work for the City's capital improvement projects. These contracts will expire in November 2026.

The Department of Public Works is seeking qualified land survey consulting firms to provide professional services for City projects and private development projects on an as-needed basis. Services may include topographic mapping; utility surveys; survey monumentation establishment and preservation; construction staking; right-of-way engineering support; boundary surveys; preparation of legal descriptions; and plan

checking of subdivision maps for private developments. These services require the knowledge and experience of surveyors licensed by the State of California. Because no existing in-house City staff possess the required qualifications, it is necessary to contract for these services. In addition, the volume and frequency of subdivision map review work fluctuate with development activity and are not sufficient to sustain or justify a full-time, permanent position.

When individual assignments are identified, work will be assigned to one of the contracted consultants based on the nature and complexity of the services required. Routine or limited-scope assignments, such as subdivision map review, may be assigned directly based on qualifications, relevant experience, availability, and cost. For larger or more complex assignments, the contracted consultants may be solicited for project-specific proposals, with selection based on qualifications, expertise, availability, proposed approach, and cost specific to the scope of work. For these larger assignments, a purchase order will be issued against the selected consultant's master contract, and the services will be funded by the applicable project or program.

The Department of Public Works issued a Request for Proposals (RFP) for On-Call Survey Consultant Services on June 22, 2026. The City received 12 proposals on July 21, 2026 in response to the RFP, of which three were local.

Below is a list of the 12 responsive proposers (organized by rank):

<u>Responsive Proposers</u>	<u>Location</u>	<u>Ranking Score</u>
BKF Engineers	Burbank, CA	87.7
Tetra Tech, Inc.	Pasadena, CA	86.7
Psomas	Pasadena, CA	86.0
Dudek	Pasadena, CA	85.3
David Evans and Associates, Inc.	Santa Clarita, CA	82.0
Michael Baker International, Inc.	Santa Ana, CA	81.7
CL Surveying And Mapping Inc	Corona, CA	78.7
Joseph C. Truxaw and Associates, Inc.	Orange, CA	78.3
Cabrinha, Hearn & Assoc.	Pasadena (within Los Angeles County unincorporated area), CA	78.0
Hunsaker & Associates Irvine, Inc.	Irvine, CA	75.0
Willdan Engineering	Industry, CA	74.7
KPFF, Inc.	Los Angeles, CA	71.0

Based on the evaluation procedures and criteria specified in the RFP, including the consultants' experience, technical competence, availability, and references, the proposals were scored and ranked by a selection committee composed of staff from the Department of Public Works and the Economic Development Division of the City Manager's Office. Consistent with the City's Municipal Code, local Pasadena-based firms were awarded five additional points in the evaluation of their proposals.

Attachment A summarizes the selection committee's scoring of all proposing firms based on the evaluation criteria established in the RFP. Following application of the evaluation criteria, including the Local Business preference, BKF Engineers, Psomas, and Tetra Tech, Inc. received the highest overall scores and are recommended for award. Each firm demonstrated strong technical qualifications, extensive municipal surveying experience, and the ability to successfully perform the required services. Their proposals demonstrate highly relevant experience in subdivision map review, survey monument preservation, boundary surveys, legal descriptions, right-of-way engineering, and field surveying and construction staking. In addition, each firm's proposed licensed staff and quality control procedures provide substantial technical depth and the capacity to support the City's on-call surveying needs.

BKF Engineers (formerly MNS Engineers, Inc.) has over 60 years of experience providing professional land surveying, mapping, and right-of-way engineering services throughout California. The firm has extensive expertise in subdivision map review, survey monument preservation, boundary and topographic surveys, legal descriptions, right-of-way engineering, and construction surveying for municipal agencies. BKF has successfully provided on-call surveying services for numerous public agencies and is currently under contract with the City to provide Survey Consultant Services. Under the current contract, BKF has successfully completed numerous subdivision map reviews, survey monument preservation and inspection services, legal descriptions, boundary research, right-of-way support, and topographic surveys for various City departments. The firm's demonstrated technical expertise, familiarity with the City's surveying standards and procedures, and proven record of responsive on-call support make BKF highly qualified to continue providing Survey Consultant Services.

Psomas has over 75 years of experience providing professional land surveying, mapping, right-of-way engineering, and municipal infrastructure services throughout California. The firm has extensive expertise in subdivision map review, survey monument preservation, boundary and topographic surveys, legal descriptions, right-of-way engineering, and construction surveying for public agencies. Psomas has successfully provided on-call surveying services for numerous municipalities and transportation agencies and has extensive experience supporting capital improvement, development review, and infrastructure projects throughout Southern California. Psomas is currently under contract with the City to provide On-Call Civil Engineering Services and has demonstrated responsive and reliable support on City projects. The firm's demonstrated technical expertise, experienced project team, familiarity with municipal surveying standards, and proven record of responsive on-call support make Psomas highly qualified to provide Survey Consultant Services for the City.

Tetra Tech, Inc. has over 60 years of experience providing professional land surveying, mapping, right-of-way engineering, and municipal infrastructure services throughout California. The firm has extensive expertise in subdivision map review, survey monument preservation, boundary and topographic surveys, legal descriptions, easement exhibits, right-of-way engineering, and construction surveying for public agencies. Tetra Tech has successfully provided on-call surveying services for numerous municipalities throughout Southern California. It is currently under contract with the City

to provide On-Call Civil Engineering Services and was recently selected to provide On-Call Stormwater Engineering and Regulatory Compliance Support Services, demonstrating the City's continued confidence in the firm's ability to provide responsive, high-quality professional services. The firm's Pasadena headquarters, experienced local survey staff, advanced surveying technology, and proven record of responsive on-call support make Tetra Tech highly qualified to provide Survey Consultant Services for the City.

It is recommended that the City enter into three separate on-call contracts with BKF Engineers; Psomas; and Tetra Tech, Inc. Each contract will be established with a not-to-exceed amount of \$1,000,000 over a four-year term with one optional one-year extension to be exercised at the City Manager's discretion commencing the date that each contract is fully executed.

COUNCIL POLICY CONSIDERATION:

These contracts are 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.

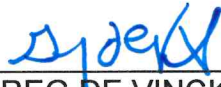
ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by Public Resources Code Section 21065 and within the meaning 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 survey consultant 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:

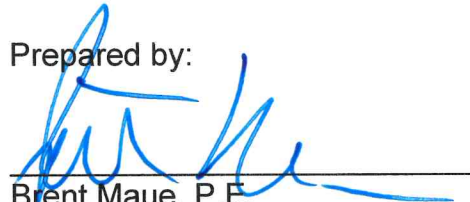
The cost of the three contracts is a maximum of \$3,000,000 over five years. Funding for the selected survey consulting firms to provide subdivision map checking services will be provided by the respective private developers. The City requires the private developers to submit deposits to cover review services. Funds from these deposits will be used to pay the consulting firms for their professional services. Funding for the City's capital improvement projects exists within various budgeted capital project appropriations in the Capital Improvement Program. The land survey services and funding availability for each project will be evaluated on an as-needed basis.

Respectfully submitted,



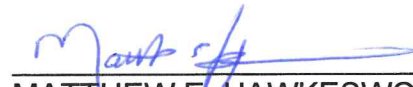
GREG DE VINCK, P.E.
Director of Public Works

Prepared by:



Brent Maue, P.E.
City Engineer

Approved by:



MATTHEW E. HAWKESWORTH
Interim City Manager

Attachment A – Consultant Scoring and Ranking