



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 5, 2024

FROM: PUBLIC WORKS DEPARTMENT WARD: 1

SUBJECT: APPROVE THE TRAFFIC CONTROL SERVICES AGREEMENT WITH CAT TRACKING, INC., OF RIVERSIDE, CALIFORNIA, FOR FESTIVAL OF LIGHTS TRAFFIC CONTROL SERVICES IN THE AMOUNT OF \$183,000, PLUS A 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$18,300, FOR A TOTAL AMOUNT NOT TO EXCEED \$201,300 PURSUANT TO THE PURCHASING RESOLUTION 24101, SECTION 702(W) EXCEPTION TO BIDDING

ISSUE:

Approve the Traffic Control Services Agreement with Cat Tracking, Inc., of Riverside, California, for Festival of Lights Traffic Control Services, in the amount of \$183,000 and authorize a 10% change order authority in the amount of \$18,300, for a total amount not to exceed \$201,300 using an exception to bidding per Purchasing Resolution 24101, Section 702(w).

RECOMMENDATIONS:

That the City Council:

1. Approve the Traffic Control Services Agreement with Cat Tracking Inc., of Riverside, California, for the Festival of Lights Traffic Control Services, in the amount of \$183,000 as an exception to bidding in accordance with Purchasing Resolution 24101, Section 702(w);
2. Authorize a 10% change order authority in the amount of \$18,300, for changes including, but not limited to, safety or traffic concerns, or unforeseen conditions; and
3. Authorize the City Manager, or his designee, to execute the Traffic Control Services Agreement with Cat Tracking Inc., including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside in partnership with The Historic Mission Inn Hotel & Spa's 31st Annual Festival of Lights presented by Kelly & Duane Roberts will host the 31st Annual Festival of Lights (Festival) Switch-On Ceremony on Saturday, November 23, 2024, and the 2024 Festival of Lights from Sunday, November 24, 2024, through Tuesday, December 31, 2024, with the light displays remaining until January 6.

Ice-skating continues at The Historic Mission Inn Hotel & Spa's 32nd Annual Festival of Lights Presented by Kelly & Duane Roberts. An ice-skating rink is planned for the west side of the

Cheech Marin Center for Chicano Art and Culture of the Riverside Art Museum (“The Cheech”). The ice rink is a family tradition returning after a brief hiatus to provide an opportunity for the community to skate on real ice in an exciting and picturesque outdoor setting. For the first time, skaters will glide across the ice in the shadow of the historic Mission Inn Hotel & Spa, just across Orange Street from the rink, with millions of holiday lights twinkling in the background.

The rink will open on November 23rd, the date of this year’s Switch-On Ceremony. The Ceremony ignites the holiday season with dazzling lights, holiday-inspired dining, captivating performances, and family-friendly activities. The festivities continue through December 31st with the light displays remaining until January 6th.

The Switch-On Ceremony has been a celebration for over 30 years led by Keepers of the Inn Duane and Kelly Roberts and the Greater Riverside Chambers of Commerce. The Ceremony includes spectacular fireworks show above the Historic Mission Inn Hotel & Spa followed by a live performance.

Visitors also can enjoy live entertainment from local groups, purchase artisan gifts, patronize the downtown business, and indulge in a sweet treat from a food vendor. Live entertainment and artisans’ collective will be open Thursday-Sunday, starting Friday, November 24th.

The Festival continues to draw large crowds each year. The growing success of the event requires that additional measures be in place to ensure crowd control and management of a high volume of vehicular and pedestrian traffic, and most importantly, provide for the overall safety of Festival visitors.

DISCUSSION:

On August 29, 2023, Bid No. 8032 was issued by the Purchasing Division for Festival of Lights traffic control services. The Festival of Lights is a unique and dynamic event with multiple closures leading up to and throughout the Festival. Bid No. 8032 closed on September 15, 2023, with one bid received. After evaluation of the bid, Cat Tracking, Inc., of Riverside, California, was selected as the lowest responsive bidder and awarded the contract. Cat Tracking, Inc. has provided traffic control services for the annual Festival of Lights Event on multiple occasions in the past and has provided excellent and dependable service.

For this year’s 2024 event, staff explored various ways to reduce costs, increase safety, and deploy more sustainable traffic safety devices to close streets. This necessary process delayed staff’s ability to finalize plans and advertise a bid in time for the event’s deployment schedule. Due to this unforeseen delay, the City has negotiated services with Cat Tracking Inc. for the 2024 Festival of Lights, in which Cat Tracking, Inc. will provide the same Scope of Services at the same price as originally bid for the 2023 Festival of Lights.

Purchasing Resolution 24101, Section 702(w) “Acquisition of Services” states, “Exceptions. When approved by the Manager, Services not subject to the bidding requirements of Section 1109 of the City Charter, which are of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City, in which case the Manager shall be authorized to negotiate with any Person or Persons for the Procurement thereof upon the price, terms and conditions need by the Manager to be in the best interest of the City and in doing so may utilize Informal Procurement or Negotiated Procurement process.”

The Parks, Recreation & Community Services Director concurs with the recommendations in this report.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 24101, Section 702(w).

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 1 and Goal No. 1.2 Enhance equitable access to arts, culture and recreational service offerings and facilities.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Cat Tracking Inc. participated in an open RFP for Festival of Lights traffic control plan services and won the bid based on the ability to provide the requested service, competitive pricing, and overall selection process.
2. **Equity** – The 2024 Festival of Lights is a free community event. Programing for the event includes opportunities for free experiences and participation by all the community.
3. **Fiscal Responsibility** – Competitive procurement was used to secure the lowest responsive bid for traffic control plan services for the Festival of Lights event in 2023. Pricing will remain the same for 2024.
4. **Innovation** – The Festival of Lights traffic control plan incorporates state of the art traffic control and hostile vehicle mitigation devices to increase safety for attendees.
5. **Sustainability & Resiliency** – The planning of the event considers practices that reduce waste, purchase and use of materials and products that will have an extended life, and programs that generate revenue to sustain the event for coming years.

FISCAL IMPACT:

The total fiscal impact of the action is \$201,300, which includes a contingency of \$18,300. The funds are budgeted and available in the General Fund, PRCS-Arts & Cultural Affairs, Festival of Lights account number 5240000-453225.

Prepared by: Monica Amir-Blake, Engineering Aide
Approved by: Gilbert Hernandez, Public Works Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Jack Liu, Interim City Attorney

Attachments: Agreement with Cat Tracking Inc.