



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 24, 2023

FROM: PUBLIC WORKS DEPARTMENT WARD: 1

SUBJECT: AWARD BID NO. 8032 – 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

ISSUE:

Award Bid No. 8032 to 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.

RECOMMENDATIONS:

That the City Council:

1. Award Bid No. 8032 to Cat Tracking Inc., of Riverside, California, for Festival of Lights Traffic Control Services, in the amount of \$183,000;
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 18, 2023, and the 2023 Festival of Lights from Sunday, November 19, 2023, through Sunday, December 31, 2023, with the light displays remaining until January 7.

Ice-skating is returning to the Festival and 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. A closure of Orange Street will be deployed for the duration of the Festival to ensure the safety of attendees in this area.

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 24.

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 on the City's Electronic Bidding System, PlanetBids Vendor Portal. PlanetBids system notified 554 vendors which resulted in 17 prospective bidders.

On September 15, 2023, Bid No. 8032 closed with one (1) bid received. The Non-Bidder survey was sent out to obtain status on why the prospective bidders did not bid on the project. The Non-Bidder Reasons Report was filled out by six (6) potential bidders. The responses were marked as other for the reason, with two (2) listed as plan rooms, two (2) did not meet the requirements needed, and two (2) provided no additional details.

After evaluation of the bids, Cat Tracking, Inc., of Riverside, California, was selected as the lowest responsive bidder. Cat Tracking, Inc. has provided traffic control services for the annual Festival of Lights Event on multiple occasions in the past. The Festival of Lights is a unique and dynamic event with many challenging changes throughout the planning process.

Purchasing Resolution 23914 Section 700 (b) states that "Acquisition of Services by a Using Agency under the supervision of the Manager: (b) Anticipated to be more than \$50,000, shall follow the Formal Procurement process.

The Community & Economic Development Director concurs with the recommendations in this report.

The Purchasing Manager concurs that the recommendation to award complies with Purchasing Resolution 23914 Section 700 (b).

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 1 – Arts, Culture and Recreation**, and **Goal 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 2023 Festival of Lights is a free community event. Programming 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.
4. **Innovation** – The Festival of Lights has expanded to include White Park, which is a new location that was not included in programming in past years. Each event is an opportunity to showcase our community and attract visitors from all over.
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, CD-Arts & Cultural Affairs, Festival of Lights account number 2850000-453225.

Prepared 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: Phaedra A. Norton, City Attorney

Attachments:

1. Agreement with Cat Tracking Inc.
2. Bid No. 8032 Award Recommendation