

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** October 15, 2007

**FROM:** CITY MANAGER

**SUBJECT:** AUTHORIZATION TO ENTER INTO A CONTRACT WITH DAVID EVANS AND ASSOCIATES, INC. IN THE AMOUNT OF \$400,000 FOR LANDSCAPE ARCHITECTURAL SERVICES FOR PARK CAPITAL IMPROVEMENT PROJECTS

## **RECOMMENDATION**

It is requested that the City Council authorize the City Manager to enter into a contract with David Evans and Associates, Inc. for landscape design services for park and landscape capital improvement projects in an amount not to exceed \$400,000 per year pursuant to Charter Section 1002(f), contracts for professional or unique services.

## **BACKGROUND**

The purpose of the contract is to hire a qualified consulting firm to provide design services for various park capital improvement projects. In fiscal year 2008, there are twenty-two active parks and landscape capital improvement projects with appropriations in excess of nineteen million dollars. During the next several years, staff anticipates a need to continue to contract for consultant services to perform a portion of the work related to the design of projects within this capital improvement program. Over the past five years the City has contracted with David Evans and Associates for the same scope of services.

The scope of work to be performed by the consultant will include preparation of plans, specifications and estimates, monitoring project schedules and budgets, coordination of work with other City departments and outside agencies, overseeing the progress of work schedules, environmental analysis, preliminary engineering, acting as liaison with outside agencies and generally coordinating contractors efforts, and administrating the progress of work under the supervision of City staff.

City staff issued a Request for Proposal (RFP) to twelve firms soliciting professional landscape architectural services. Three firms submitted proposals: Kornrandolph, Lawrence R. Moss and Associates, and David Evans and Associates. The proposals were scored based on the criteria stated in the RFP: Experience, proposed approach to the project, the consultant's understanding of

the scope of work, local Pasadena preference, and small and micro business preference. The proposals were reviewed by a panel of staff members and scored based on the RFP criteria. David Evans and Associates received a score of 93 out of a possible 100, Lawrence R. Moss and Associates received a score of 81, and Kornrandolph received a score of 73. City staff interviewed the three firms and the interviews were scored on the RFP criteria. David Evans and Associates received a score of 93 out of a possible 100, Lawrence R. Moss and Associates received a score of 78 and Kornrandolph received a score of 75. Based on the results of the interview and the review of the proposals, staff recommends the City enter into an agreement with David Evans and Associates, Inc. for as-needed landscape architectural services. The term of this contract shall be one year, with the option of four one-year extensions.

**FISCAL IMPACT**

Funding for the proposed services is available in the Capital Improvement Program budgets under various Parks and Landscaping and Arroyo Projects:

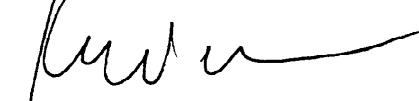
Respectfully submitted,

  
CYNTHIA J. KURTZ  
City Manager


Prepared by:

  
Todd Holmes, Landscape Architect  
Parks and Natural Resources Division

Reviewed By:

  
Kathleen Woods, Administrator  
Parks and Natural Resources Division

Approved by:

  
Martin Pastucha, Director  
Department of Public Works

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment of 2000  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:  
*(If printing, please print legibly. Use additional sheets as necessary.)*

**1. Contractor/Organization Name:**

David Evans and Associates, Inc.

**2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:**

<u>Directors:</u>	David F. Evans-Chairman of the Board
Mr. David F. Evans, Chairman	Robert A. Ames-Vice Chairman
Mr. Kenneth M. Wightman, CEO	Kenneth M. Wightman-President and CEO
Mr. Robert Ames, Vice Chairman	Al A. Barkouli-Exec. VP and Co-Chief Operating Officer
Mr. Ted Aadland	William H. Amadon - Sr. VP, CFO, Corp Sec. and Treasurer
Mr. Roger Burpee	Cindi C. Polychronis - Sr. VP, Director of Human Resources
Mr. Al A. Barkouli, COO	Jack D. Beemer - Sr. VP, Corporate Risk Officer
Ms. Lyn Wylder, VP	James M. Griffis - Sr. VP, VP of Professional Services
	Brian G. Booth - Assistant Secretary

**3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**

David Evans and Associates, Inc. ESOP - 36.8%
David Evans and Associates, Inc. 401k Plan - 15.7%
All Others (approx 250 shareholders) with less than 10% - 47.5%

Prepared by: Ron Gasper

Title: Corporate Controller

Date: September 17, 2007

For office use only: Contract/Transaction No. _____  If not a contract, type of transaction: _____
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