

# Agenda Report

August 20, 2018

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH DAVID EVANS AND ASSOCIATES, INC.; DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC.; AND AHBE LANDSCAPE ARCHITECTS, INC. FOR ON-CALL LANDSCAPE ARCHITECTURAL SERVICES IN AN AMOUNT NOT TO EXCEED \$500,000 FOR EACH CONSULTANT**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the project proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 5, Section 15061(b)(3), the General Rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment;
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with David Evans and Associates, Inc. for On-Call Landscape Architectural Services in an amount not to exceed \$500,000 over a five year term. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services);
3. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with David Volz Design Landscape Architects, Inc. for On-Call Landscape Architectural Services in an amount not to exceed \$500,000 over a five year term. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); and
4. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with AHBE Landscape Architects, Inc. for On-Call Landscape Architectural Services in an amount not to exceed \$500,000 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:**

The Department of Public Works sought to identify qualified On-Call Landscape Architectural Services consultants to provide professional services on an as-needed basis for the City of Pasadena's Capital Improvement Program (CIP). The scope of work may include, but is not limited to, investigations and design recommendations for City-owned parks and landscaping, CEQA analysis, storm water pollution prevention documentation, preparation of construction documents and specifications that comply with applicable ordinances and LEED requirements, and field inspection of landscape elements during construction.

Consultants will provide services when City staff is not readily available or when services exceed the expertise and/or qualifications of City staff. When individual projects are identified, each of the selected consultants will be solicited for their proposals. Consultant selection for individual projects will be based on qualifications, expertise, time availability, and cost. When the project consultant is selected, a purchase order will be opened against the consultant's master contract, and their services will be funded by the individual CIP project. The master contracts will be utilized by all City departments for their CIP projects.

The Department of Public Works issued a Request for Proposals (RFP) for On-Call Landscape Architectural Services, utilizing the federal procurement process and evaluation criteria, on April 6, 2018. The City received eight proposals on May 22, 2018 in response to the RFP. One of the proposals received was deemed non-responsive. Below is a list of responsive proposers.

<b>Firm</b>	<b>City</b>	
David Evans and Associates, Inc.	Ontario	Shortlisted for interviews
David Volz Design Landscape Architects, Inc.	Costa Mesa	
AHBE Landscape Architects, Inc.	Los Angeles	
SWA Group Inc.	Los Angeles	
BlueGreen Consulting	Los Angeles	
Moore Iacofano Goltsman, Inc. dba MIG, Inc.	Pasadena	Others
RJM Design Group, Inc.	San Juan Capistrano	

Based on the evaluation procedures and criteria specified in the RFP, the firms were scored and ranked by a selection committee. The five top-ranked consulting firms were interviewed by the committee on July 17, 2018. Attachment A contains a summary of the proposal and total scoring. David Evans and Associates, Inc (DEA).; David Volz Design Landscape Architects, Inc. (DVD); and AHBE Landscape Architects, Inc. (AHBE) were ranked one through three, respectively, and all are recommended to provide On-Call Landscape Architectural Services.

DEA is located in Ontario and has been providing landscape architectural services to the public and private sector for 42 years. Founded in 1976, DEA employs more than 1,000 people and maintains seven offices throughout the United States. The firm's experience includes landscape design services for park and recreation areas, playgrounds, sports fields, trails, streetscapes and highways, and residential and commercial site planning. DEA has previously worked for the City of Pasadena on an on-call consultant surveying services contract in the amount of \$74,000. DEA has also worked with numerous Southern California municipalities including the Cities of San Gabriel, Indio, Brea, Garden Grove, and Diamond Bar.

DVD is located in Costa Mesa and has been providing landscape architectural services to public agencies for the past 20 years. This firm has worked on a range of projects including irrigation upgrades, preparing master plans and construction documents for neighborhood parks, golf course rehabilitation, trails, bikeways, and parking lots. The projects DVD has completed under on-call service contracts total more than \$200 million in public capital improvement projects. DVD has not previously performed any work for the City of Pasadena. DVD currently has on-call agreements with two dozen public agencies in Southern California. The firm has maintained their contracts with the cities of Long Beach and Anaheim for over 15 years and has worked with other cities such as Stanton, Lawndale, Glendale, and South Gate.

AHBE is located in Los Angeles with a staff of 20 landscape architects and designers. Since 1987, the firm has provided professional landscape architecture services from concept to construction, feasibility studies, master plans, design guidelines, grant assistance, and program development projects. The firm is experienced in a wide variety of projects including gardens, recreational facilities, streetscapes, housing, and master plans/design guidelines. AHBE has not previously performed any work for the City of Pasadena. AHBE currently has contracts with Los Angeles County Community Development Commission, County of Los Angeles Department of Public Works, and the City of Los Angeles. AHBE has provided professional services for the Cities of Beverly Hills, Brea, Burbank, Santa Monica, and Culver City.

It is recommended that the City enter into contracts with DEA, Inc.; DVD; and AHBE for an amount not to exceed \$500,000 each over a five-year term commencing the date that each contract is fully executed.

**COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure and support and promote the quality of life and local economy, and ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

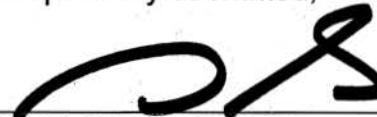
These contracts are exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3). The contracts are covered by the general rule that CEQA applies

only to projects which have the potential for causing significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA. These contracts would retain consultants for professional structural engineering services only. The specific designs and subsequent construction of capital improvement projects will be subject to appropriate project-level environmental review at the time each is brought forward for first discretionary action.

**FISCAL IMPACT:**

The combined cost of these contracts is a maximum of \$1,500,000 over five years. Funding for this action exists within various budgeted capital project appropriations in the CIP. Funding availability for each project will be evaluated on an as-needed basis. It is anticipated that all the costs for these five-year contracts will be spent between FY 2019 and FY 2023. Support costs such as contract administration and site inspections are already included in the operating and capital budgets.


Respectfully submitted,



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Director of Public Works

Prepared by:



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Approved by:



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STEVE MERMELL  
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