



REPORT TO COUNCIL

City of Sacramento

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www.CityofSacramento.org

Consent
November 6, 2007

**Honorable Mayor and
Members of the City Council**

**Title: Agreements: On-Call Consultant Services List for Park Planning and
Development Services**

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) approving the On-Call Consultant Services List for Park Planning and Development Services for professional landscape architecture services for a period of one fiscal year (FY2007/08) with the option of renewing the list for up to two additional fiscal years; and 2) authorizing the City Manager to execute professional service agreements with a) Callander Associates Landscape Architects; b) Stantec; c) The HLA Group Landscape Architects & Planners; and d) Royston, Hanamoto, Alley & Abey (RHAA) in a cumulative amount not to exceed \$375,000 per consultant (in total \$1.5 million) per fiscal year.

Contact: J.P. Tindell, Park Planning and Development Manager, 808-1955

Presenters: Not applicable

Department: Parks and Recreation

Division: Park Planning & Development Services

Organization No: 4727

Description/Analysis

Issue: The purpose of this report is to establish an On-Call Consultant Services List for Park Planning and Development Services for professional landscape architecture services and to enter into professional services agreements with each of the consultants. Developing this on-call list will support the mission of the Department of Parks and Recreation staff to deliver park projects throughout the City in a timely manner by supplementing City staff with consultant services. Background information and a description of what landscape architecture services include are provided in Attachment 1 (page 4).

Policy Considerations: This action is consistent with Sacramento City Code

Chapter 3.64 and complies with existing policies regarding professional service agreements and API 47.

Environmental Considerations: This report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

Rationale for Recommendation: It is in the best interest of the City to approve the establishment of an On-Call Consultant Services List for Park Planning and Development Services for the following reasons:

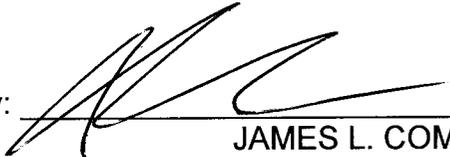
- developing a list for landscape architecture services will aid in cost effective and efficient delivery of professional services; and
- delivering necessary professional services required for the Division's projects is needed since staffing levels are not currently adequate to complete all projects in-house.

Over the last two years, the Department has experienced a significant increase in its regular design and construction work load. In addition, the Department must deliver several significant Community Reinvestment Capital Improvement Program (CRCIP) bond projects by June 2009. Therefore, based on this workload and scheduling factors, it has been determined that extra consultant capacity for full landscape architecture services is necessary to meet required deadlines and City Council expectations. Estimated costs for the agreements are based on current levels of consultant service agreements and projected workload requirements.

Firms were selected through a competitive, qualifications-based selection process. The selection criteria included the firm's previous experience with public projects, the firm's approach to projects, typical methods proposed to accomplish work, overall team qualifications, the firm's ESB/SBE percentage, and a phone interview.

Financial Considerations: Each professional service agreement shall have a not-to-exceed amount of \$375,000 per consultant for services provided in Fiscal Year 2007/08 as identified in Exhibit A (page 6). Each agreement will be executed as soon as possible for FY2007/08 for the full amount identified in Exhibit A; however, purchase orders encumbering funds under these agreements will not be opened until projects are identified. Funding for each purchase order will be provided for in the Capital Improvement Project (CIP) budgets as projects are identified. Consultants may have multiple assignments in a given fiscal year. The amount for one fiscal year in total would be \$1.5 million.

Emerging Small Business Development (ESBD): Of the four firms selected for the On-Call Consultant Services List for Park Planning and Development Services, three firms were ESBD certified. The fourth firm, Stantec, was not ESBD certified.

Respectfully Submitted by: 
JAMES L. COMBS
Director, Parks and Recreation

Recommendation Approved:


for RAY KERRIDGE
City Manager

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Attachment 1**Background Information**

An On-Call Project Management Consultant Services List for Park Projects was approved on January 17, 2006. However, the scope of services for this list was limited to project management. The Department of Parks and Recreation (DPR) now needs additional landscape architecture consultant capacity to meet workload deadlines.

Over the last two years, DPR has experienced a significant increase in its regular design and construction work load. In addition, DPR must deliver several significant Community Reinvestment Capital Improvement Program (CRCIP) bond projects by June 2009. Therefore, based on this workload and scheduling factors, DPR has determined that extra consultant capacity for full landscape architecture services is necessary to meet required deadlines and Council expectations.

In order to establish an on-call consultant list for faster and more cost-effective delivery of professional services, the Department of Parks and Recreation released a Request for Qualifications (RFQ) on May 11, 2007, for on-call professional landscape architecture consultant services. The document was advertised on the City's website and the City's Office of Small Business Development's website.

On June 4, 2007, nine firms responded to the RFQ. A panel of City staff from the Department of Parks and Recreation reviewed, evaluated, and scored the applicants based on the criteria listed in the RFQ.

A total of four firms are being awarded Master Services Agreements. The selection committee evaluated the statements of qualification based on previous experience with public projects, approach to projects, typical methods proposed to accomplish work, overall team qualifications, ESB and SBE utilization, and a phone interview. The panel scored and submitted the most qualified firms in each category based on these selection criteria.

Landscape architecture services include the following services:

- master plan design for a neighborhood or community park;
- construction documents for various phases of development of a neighborhood or community park;
- design and construction documents for the renovation of an existing park, playground, sports field or other existing park amenities;
- construction documents for the renovation of an existing park automatic irrigation system;
- construction documents for a dog park, a jogging trail, a water spray feature, an interpretive trail, a prefabricated restroom, or a picnic shelter; and
- design and construction drawings for an off-street bikeway or a public landscape.

RESOLUTION NO.

Adopted by the Sacramento City Council

November 6, 2007

APPROVING THE AGREEMENTS FOR THE ON-CALL CONSULTANT SERVICES LIST FOR PARK PLANNING AND DEVELOPMENT SERVICES

BACKGROUND

- A. On May 11, 2007, the Department of Parks and Recreation released a Request for Qualifications for on-call professional consultant services for landscape architecture. The document was advertised on the City's Internet site and the City's Office of Small Business Development's website.
- B. As a result of the City's competitive, qualifications-based selection process, a total of four firms are being placed on the On-Call Consultant list based on the firm's previous experience with public projects, approach to projects, typical methods proposed to accomplish work, overall team qualifications, ESBD/SBE percentage, and phone interview.
- C. The project management services will be used by the City on an as-needed basis for a period of one fiscal year (FY2007/08) with two options to continue for one additional year each.
- D. The approval of the list is necessary to continue to steadily meet the Department's park production goals.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The On-Call Consultant Services List for Park Planning and Development Services for professional landscape architecture services for a period of one fiscal year (FY2007/08) with the option of renewing the list for up to two additional fiscal years is approved.
- Section 2. The City Manager is authorized to execute professional service agreements with a) Callander Associates Landscape Architects; b) Stantec; c) The HLA Group Landscape Architects & Planners; and d) Royston, Hanamoto, Alley & Abey (RHAA) in a cumulative amount not to exceed \$375,000 per consultant (in total \$1.5 million) per fiscal year.

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Exhibit A -- On-Call Consultant Services List for Park Planning and Development Services

EXHIBIT A
On-Call Consultant Landscape Architecture Services List
for Park Planning and Development Services

FIRM NAME	AMOUNT OF AGREEMENT PER FISCAL YEAR	ESBE/SBE
Callander Associates Landscape Architects	\$375,000	Yes
Stantec	\$375,000	No
The HLA Group Landscape Architects & Planners	\$375,000	Yes
Royston, Hanamoto, Alley, & Abey (RHAA)	\$375,000	Yes

Firms Evaluated
for RFP Landscape Architecture Services

Firm		Possible Points out of 100	Ranking
Callander Associates	1118 Sun Center Dr., Rancho Cordova 95670	98.75	1
Stantec	2590 Venture Oaks Way, Sacto. CA. 95833	90.5	2
The HLA Group	1050 20th Street, Suite 200 , 95814	89.25	3
RHAA	225 Miller Avenue, Mill Valley, CA 94941	84.75	4
Wood-Rodgers		82	5
WRG		78.67	6
LPA		76.33	7
Carter Burgess		74.67	8
Beals Alliance		58.33	9

Scoring System

A. QUALIFICATIONS:	25
a. Background/Qualifications of firm	
b. Qualifications/experience of firm	
c. Location of office where work will be performed	
B. ABILITY TO PROVIDE SERVICES IN A TIMELY MANNER:	20
a. Available staff/resources	
b. Prior experience providing services under similar "on-call" arrangements	
c. Willingness to sign standard City consultant agreement	
C. REFERENCES	15
D. ESBD/DBE PARTICIPATION (score 0 or 5)	5
E. ORAL INTERVIEW (35)	35
TOTAL POINTS POSSIBLE:	100