

CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

333 West Ocean Boulevard 9th Floor • Long Beach, CA 90802 • (562) 570-6383 • Fax (562) 570-6012

July 22, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications for RFP PW-14-005 and award contracts to and authorize the City Manager to execute all documents necessary to enter into agreements with AHBE Landscape Architects, of Culver City, CA; Hirsch & Associates, Inc., of Anaheim, CA; Mia Lehrer & Associates, of Los Angeles, CA; and RJM Design Group, of San Juan Capistrano, CA, for as-needed landscape architectural services for a two-year term, with an option to extend the term for three additional one-year terms, in an aggregate amount of \$3,000,000 for the entire term, and to execute any necessary amendments thereto regarding scope of services, adjusting individual agreement amounts without exceeding the aggregate amount, or extending the terms, at the discretion of the City Manager. (Citywide)

DISCUSSION

On January 24, 2011, the City Council authorized the City Manager to execute contracts for as-needed landscape architectural services with RJM Design Group, Inc., Richard Fisher Associates, Jon D. Cicchetti Landscape Architect, and Cummings Curley and Associates, Inc., for a total amount not to exceed \$875,000 annually, for a period of one-year, with the option to renew for one additional one-year period, at the discretion of the City Manager. All of the contracts have expired. The as-needed landscape architectural services will be required for a wide range of capital projects, which can range from feasibility studies to full design services for new parks, trails, street landscaping or improvement of existing open spaces and accessibility upgrades.

A Request for Proposals (RFP) for as-needed architectural services and landscape architectural services was advertised in the Press-Telegram on November 12, 2013, and 4,618 potential proposers specializing in landscape architectural services were notified. Of those proposers, 198 downloaded the RFP document via the Purchasing Division's electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority and women's business groups. Forty-seven proposals were received by the due date of December 5, 2013. Fifteen of the proposals were for as-needed landscape architectural services. Of those proposers, three were Minority-owned Business Enterprises (MBEs), three were Women-owned Business Enterprises (WBEs), four were

Disadvantaged Business Enterprises (DBEs), one was a Long Beach-based business, and nine were certified Small Business Enterprises (SBEs).

Nine firms were selected for interviews and four landscape architects were selected by an evaluation panel for as-needed landscape architectural services. The evaluation panel consisted of representatives from the Departments of Parks, Recreation and Marine, Public Works, Development Services, Plan Review Division, and the City Manager's Office, Tidelands Capital Improvement Division. The evaluation panel determined that the following four landscape architectural firms submitted the most qualified and responsive proposals based upon the criteria specified in the RFP:

- AHBE Landscape Architects a MBE, DBE, & SBE (not a WBE or Local)
- Hirsch & Associates, Inc. (not a MBE, WBE, DBE, SBE or Local)
- Mia Lehrer & Associates a MBE, WBE, DBE, & SBE (not a Local)
- RJM Design Group a SBE (not a MBE, WBE, DBE or Local)

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division assists businesses with registering on the Bids Online database to download bid specifications. Through outreach, 507 Long Beach vendors were notified to submit proposals, of which fifteen downloaded and one submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Linda Vu on June 2, 2014, and by Budget Management Officer Victoria Bell on June 13, 2014.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP PW-14-005 and award the contracts concurrently is requested on July 22, 2014, to ensure that the contracts are in place expeditiously in order to enable commencement of design services for approved capital improvement projects.

FISCAL IMPACT

The aggregate contract authority is for a maximum of \$3,000,000 for the initial two-year term and the optional three one-year periods. The landscape architectural consultants will provide services on an as-needed basis. The contract authority is based on currently appropriated and anticipated projects. Any work not currently budgeted will only proceed at such time that appropriations have been approved by City Council.

SUGGESTED ACTION:

Approve recommendation.

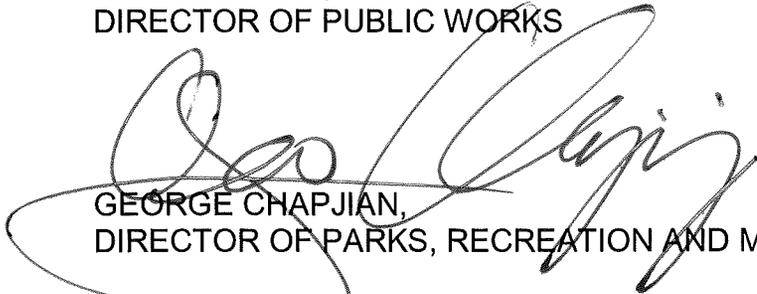
Respectfully submitted,



ARA MALOYAN, P.E.
DIRECTOR OF PUBLIC WORKS



JOHN GROSS,
DIRECTOR OF FINANCIAL
MANAGEMENT



GEORGE CHAPJIAN,
DIRECTOR OF PARKS, RECREATION AND MARINE

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APPROVED:



PATRICK H. WEST
CITY MANAGER