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DEPARTMENT OF PUBLIC WORKS

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333 West Ocean Boulevard • Long Beach, CA 90802 • (562) 570-6383 • FAX (562) 570-6012

July 22, 2003

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Contract Awards to Jon Cicchetti; David Volz Design Landscape Architects, Inc.; Edward D. Stone, Jr. and Associates, Inc.; David Evans and Associates, Inc.; and Lynn Capouya, Inc., for As-Needed Landscape Architecture Services (Citywide)

DISCUSSION

Various Capital Improvement Program projects throughout the City require the as-needed services of a landscape architecture firm to assist City staff with landscape, irrigation, and park design; cost, quality and schedule control; and Requests for Information (RFI) submittals, and to assure that the quality of materials and workmanship meet the requirements of the plans and specifications.

Typically, the Department of Public Works has engaged landscape architecture on a per project basis for small and large design projects. The City presently has no design staff that can provide landscape architecture design services.

A Request for Proposal (RFP) process was conducted in accordance with Administrative Regulation 8-4, "Selecting Professional Consultants," to secure these professional services. The RFP was distributed through the City's website. Thirteen firms submitted proposals. A consultant Review Committee reviewed the submitted proposals and selected the following five firms to provide as-needed landscape architecture services based upon the firms' proposals, oral interviews, experience, references and range of services:

Jon Cicchetti
David Volz Design Landscape Architects, Inc.
Edward D. Stone, Jr. and Associates, Inc.
David Evans and Associates, Inc.
Lynn Capouya, Inc.

Additional information on the location and ownership of the firms is attached. It is being recommended that three-year, as-needed service contracts be issued to these firms, with a maximum authorized amount of \$600,000 each over the three-year period. As individual project needs are identified, Public Works will issue a "project specific" scope of work. Each scope of work will be funded with Capital Improvement Program funds allocated to projects requiring these services.

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This matter was reviewed by Deputy City Attorney Donna F. Gwin on July 2, 2003, and Budget Manager Michael Killebrew on June 18, 2003.

TIMING CONSIDERATIONS

City Council action on this matter on July 22, 2003, is requested to keep current projects on schedule, and to ensure the availability of professional services for upcoming projects.


FISCAL IMPACT

The five contract awards are for a maximum of \$600,000 each, for an aggregated maximum total of \$3,000,000. Sufficient funds to support these services will be budgeted in various Capital Improvement Projects within the Department of Public Works (PW). All work will be contingent upon annual appropriations by the City Council.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize the City Manager to enter into three-year contracts with Jon Cicchetti; David Volz Design Landscape Architects, Inc.; Edward D. Stone, Jr. and Associates, Inc.; David Evans and Associates, Inc.; and Lynn Capouya, Inc. for as-needed landscape architecture services, and other related professional services, in an amount not to exceed \$600,000 each.
2. Authorize the City Manager to execute amendments to agreements relative to the extension of the term, to authorize additional services, if required, within the provisions of the agreements, and to adjust the fee schedules of hourly rates for inflation.

Respectfully submitted,


CHRISTINE F. SHIPPEY
DEPUTY CITY MANAGER/
ACTING DIRECTOR OF PUBLIC WORKS

SG:et

Attachment

APPROVED:


GERALD R. MILLER
CITY MANAGER

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ATTACHMENT

Consultant Team	DBE/ MBE/ WBE	Long Beach Firm
Jon Cicchetti	N/A	X
David Volz Landscape Architects, Inc.	N/A	N/A
Edward D. Stone, Jr. and Associates, Inc.	N/A	N/A
David Evans & Associates, Inc.	N/A	N/A
Lynn Capouya, Inc.	X	N/A

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