



## CITY OF COMMERCE AGENDA REPORT

**TO:** Honorable City Council **Item No. \_\_\_\_\_**

**FROM:** City Administrator

**SUBJECT:** Adopt Resolution to Renew the On-Call Professional Services Agreements for Landscape Architecture, Landscape Architecture Plan Check, and Park Planning and Design

**MEETING DATE:** January 8, 2019

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### **RECOMMENDATION:**

The City Council will consider for adoption a Resolution to Renew the On-Call Professional Services Agreements for Landscape Architecture, Landscape Architecture Plan Check, and Park Planning and Design.

### **BACKGROUND AND ANALYSIS:**

The On-Call Professional Services Agreement for Landscape Architecture, Landscape Architecture Plan Check, and Park Planning and Design was approved by City Council on January 5, 2016 under Resolution No. 16-08. These contracts are valid for three years until January 5, 2019.

The approved firms/consultants are the following:

#### Landscape Architecture

- David Evans and Associates, Inc.
- David Volz Design Landscape Architects, Inc.
- Hirsch and Associates, Inc.
- Moore Iacofano Goltsman, Inc. (MIG)

#### Landscape Architecture Plan Check

- David Evans and Associates, Inc.
- Hirsch and Associates, Inc.

#### Park Planning and Design

- David Evans and Associates, Inc.
- David Volz Design Landscape Architects, Inc.
- Hirsch and Associates, Inc.

- Moore Iacofano Goltsman, Inc. (MIG)

The on-call agreements have a three-year term with an option to extend the agreement if both parties agree. **Section 7.2** of the Agreement states:

*Both parties agree that extending the Agreement beyond that provided for in Subsection 1.1 may be in the best interest of all concerned. Any such extension shall require a written amendment to this Agreement, as provided for herein. City and Contractor understand and agree that, if both parties agree to such an extension, all terms and conditions of the original Agreement shall remain the same, and extended to the date provided for in the said amendment."*

The City has utilized the services of the above firms for various projects. The availability of the on-call agreements has allowed the City to enhance its capacity to deliver projects and programs expeditiously. It is in the best interest of the City to extend the Agreement for these reasons. The consultants also expressed the same interest to renew the agreements and exercise Section 7.2 within the Agreement.

As part of the renewal, a supplemental questionnaire on the firm's Criminal Convictions, Non-Collusion Declaration, Civil Litigation History, and False Claims, is added as a requirement. New fee proposals were also submitted by the consultants.

Staff therefore recommends that the on-call professional services agreements for the Landscape Architecture, Landscape Architecture Plan Check, and Park Planning and Design be renewed for another three years, with a contract term of January 5, 2019 through January 4, 2022.

#### **ALTERNATIVES:**

1. Approve staff recommendation.
2. Reject staff recommendation.
3. Provide further direction to staff.

#### **FISCAL IMPACT:**

There is no fiscal impact for the renewal of the agreements at this time. Fiscal impact will only occur when a project requires the services of the consultant(s).

#### **RELATIONSHIP TO STRATEGIC GOALS:**

The issue before the Council is generally applicable to the following Council's strategic goal, *Implement city business processes and operational efficiencies to streamline the cost of government including the examination and identification of cost of services*, as identified in the 2016 Strategic Plan.

Recommended by: Maryam Babaki, Director of Public Works & Development Services  
Prepared by: Jasmin Elepano, Senior Management Analyst  
Reviewed by: Vilko Domic, Finance Director

Approved as to form: Noel Tapia, City Attorney  
Respectfully submitted: Edgar P. Cisneros, City Administrator

**ATTACHMENTS:**

1. Resolution
2. Original Professional Service Agreements
  - a. Landscape Architecture
  - b. Landscape Architecture Plan Check
  - c. Park Planning and Design
3. Professional Service Agreements - Renewals
  - a. Landscape Architecture
  - b. Landscape Architecture Plan Check
  - c. Park Planning and Design
4. Supplemental Questionnaires