

**City of Culver City, California
Agenda Item Report**

Meeting Date: 01/09/12		Item Number: C-4	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Land Images Landscape Architects for Landscape Architecture Services Related to the West Washington Area Improvement Plan, Phase IV (Median Design).			
Contact Person/Dept.: Elaine Warner		Phone Number: 310.253.5777	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒ Date: _____			
Public Notification: (E-Mail) Agenda and Meetings – City Council (01/06/12); Letter to Property Owners (10/10/11)			
Department Approval: Sol Blumenfeld: (01/05/12)		City Attorney Approval: Carol Schwab (by H. Baker) (01/06/12)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (01/05/12)		City Manager: John Nachbar (01/06/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Land Images Landscape Architects for landscape architecture services related to the West Washington Area Improvement Plan “AIP” Phase IV in an amount not to exceed \$119,000. <u>BACKGROUND:</u> In December 2007, the Culver City Redevelopment Agency approved a multi-phased Area Improvement Plan (AIP) along West Washington Boulevard to improve the physical and economic quality of the area. A key component of this AIP involves the installation of landscaped medians funded by the Culver City Redevelopment Agency. While the City has proposed to fund construction of the improvements, it has decided to fund on-going maintenance through an assessment district. The assessment district will require approximately four months to establish. In the event the assessment district is not formed, the construction contract will not be issued and the construction project will not go forward. Staff believes that an assessment district will be formed because property owners in the project area have indicated their support in a petition (Attachment No. 3). The maintenance costs will be nominal due to drought tolerant and low maintenance landscaping. Both Phase I and Phase II project areas have successfully formed assessment districts and completed construction. Phase III construction drawings, for the replanting of six medians near Washington Boulevard and Wade, is currently underway.			

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DISCUSSION:

Staff issued a Request for Proposal (RFP) (Attachment No.1) to six landscape architecture firms in November 2011 for the design of landscaped medians in the center of Washington Boulevard between Walnut Avenue and Beethoven as well as a gateway element treatment. Four firms responded and were interviewed in December 2011. The interview panel was comprised of staff from Redevelopment, Public Works, Parks, Recreation and Community Services and Community Development Administration.

The Candidates/Proposals were rated on the following criteria:

- Concept Design = Vision, elements, functionality -- (30%)
- Experience/Knowledge = Previous successes, managing challenges, applying smart strategy -- (30%)
- Cost Rationale = Value, competitive -- (20%)
- Presentation = Written submittal and verbal interview -- (20%)

In considering the rating results and cost analysis, Land Images are the recommended Landscape Architect for the Phase IV AIP project. They were selected not only for their breadth of experience over the last 30 years but also for their unique design sensibility and ability to create distinct and dynamic streetscapes. A copy of their qualifications (Attachment No. 2) has been provided for review. The proposal includes considerations related to concept development, design, probable cost estimates, construction documents, specifications and construction management.

FISCAL ANALYSIS:

The proposed cost is approximately \$119,000 and represents the lowest cost among the other RFP finalists. There are sufficient tax exempt bond funds (former agency funds) appropriated in Fiscal Year 2011/2012 in program 48892695 – Washington Blvd. AIP Phase IV to fund this contract. The contract amount encompasses fees for civil and electrical engineering, detailed survey of the area and design fees for conceptual design and construction documents.

Given the deadlines required by the State relative to redevelopment law, it will be necessary to complete the construction documents prior to the official formation of the assessment district. Staff recommends that the bid documents include a contingency to allow for price changes in labor and materials that may occur from contract award to notice to proceed. This will ensure that the awarded contract

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includes an allowance for the period of time required to form the assessment district.

ATTACHMENTS:

Attachment 1 – AIP Phase III RFP

Attachment 2 – Land Images Statement of Qualifications

Attachment 3 – West Washington Business Owner Petition

MOTION:

That the Culver City City Council:

1. Approve a professional services agreement with Land Images Landscape Architecture Services for landscape architecture services related to the West Washington Area Improvement Plan “AIP” Phase IV in an amount not to exceed \$119,000 from program 48892695; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.