



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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**File #:** 16-951, **Version:** 1

**Item #:** A-1.

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**CC - (1) Approval of a Change Order in the Amount of \$10,000 with Larry Moss & Associates for Additional Work; (2) Authorization to Terminate Agreement with Larry Moss & Associates; and (3) Authorization to Release a Request for Proposals to Landscape Architectural Firms to Replace City Hall's Landscaping.**

**Meeting Date:** May 30, 2017

**Contact Person/Dept:** Joe Susca, Public Works-Administration

**Phone Number:** 310-253-5636

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐ **Action Item:** ☐ **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (05/24/2017); The Downtown Business Association (05/24/2017); the Culver City Chamber of Commerce (05/24/2017); Members of the following e-mail distribution lists: Environmental Programs and Events, Environmental Programs and Issues, Urban Forest Master Plan, Public Notifications (05/24/2017).

**Department Approval:** Charles D. Herbertson (05/16/17)

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### **RECOMMENDATION**

Staff recommends the City Council (1) approve a change order with Larry Moss & Associates in the amount of \$10,000 for tasks performed outside of their original scope of work; (2) authorize the termination of the existing agreement with Larry Moss & Associates; and (3) authorize the release of a Request for Proposals and related next steps for City Hall's Landscaping Replacement and Centennial Garden project.

### **BACKGROUND**

As part of the City's Water Conservation Plan of 2015/16, on November 23, 2015, staff released a Request for Proposals (RFP) to six landscape architecture firms to replace City Hall's softscape landscaping with drought tolerant plantings. On February 8, 2016, the City Council approved a

\$45,540 agreement with Larry Moss & Associates (Moss) to prepare a drought tolerant plant palette, two alternative schematic plans, irrigation system modifications, construction documents, a bid package, and to oversee construction of the landscape contractor hired to complete the work (the "Project"). During their meetings of August 8, 2016 and November 28, 2016, Moss presented their conceptual designs. In response, the City Council formed an Ad Hoc Subcommittee (Vice Mayor Small and Council Member Clarke) to oversee the Project and determine how to proceed. After deliberation, the Subcommittee determined a path forward which will be proposed to be a design competition amongst City landscape architects for a City Hall landscape design that will include a Centennial Garden to memorialize the City's 100<sup>th</sup> year anniversary. The Subcommittee decided not to move forward with any of the designs by Moss.

## **DISCUSSION**

The Subcommittee recommends discontinuing the agreement with Moss and inviting a select group of the City's landscape architecture firms to submit competing conceptual designs for the Project that includes public art and a Centennial Garden. Staff met with Moss to reconcile the amount of work they have completed on the Project pursuant to the agreement and to negotiate its termination. In reviewing the list of tasks completed, Moss prepared two videos, one additional presentation, and attended one additional City Council meeting in excess of the original Scope of Work (SOW). Moss indicated that the cost to complete these additional tasks was intended to be disregarded if their firm proceeded to complete the remaining tasks of the Project. Since these tasks were performed in addition to the original SOW, staff recommends the City Council approve a change order amounting to \$10,000 to cover their cost as part of its termination of the Moss agreement.

Staff has modified the SOW to reflect changes desired by the Ad Hoc Subcommittee [see Request for Proposals (RFP) attached]. The Ad Hoc Subcommittee has selected 12 firms (seven located in Culver City and five others) to invite to respond to the RFP (see Landscape Architect Firms attached). To participate, however, those five firms located outside of the City are required to partner with a City-based firm and jointly submit a response to the RFP.

### **Phase One Proposals:**

All 12 firms will be invited to respond with proposals to complete Phase I of the Project as follows:

1. **Conceptual Plans:** Prepare a conceptual plan depicting the landscaping site plan in color with north, south, east and west facing elevations. The conceptual plan is to focus on modification of the softscape (which may include trees) and incorporate new public art and a Centennial Garden with public gathering spaces where small donations from contributors will have their names appear on brick, tile or other walkway pavement, and larger sponsors will be acknowledged on a donation wall located in a prominent display area. On the Lafayette side of City Hall, public seating areas shall be included in addition to a ground cover area on the south facing side suitable for use by visitors from the adjacent preschool. In addition to reducing water use, the goal is to create a prestigious Project with a design that creates a unique and special identity, is creative and innovative, and becomes a landmark destination and complements the eclectic mix of downtown's architecture, including a Frank Gehry designed theater that is planned for construction across the street. To the extent possible, the conceptual plan is to reuse the existing hardscape, drainage, lighting and electrical, benches (which may be moved),

and water features; all of which are intended to remain in place.

2. Landscaping Review Committee (Committee): A Committee will be formed to evaluate the conceptual plans received by the landscape architects that is comprised of the following members (the Committee will be subject to the Brown Act):
  - a. City staff from Parks, Recreation and Community Services, Public Works and Cultural Affairs.
  - b. Members of the Ad Hoc Subcommittee
  - c. One member of the Cultural Affairs Commission (or Foundation)
  - d. One member of the Culver City Centennial Celebration Committee
  - e. One member of the Culver City Historical Society
3. Once an initial review of the competing conceptual plans is completed by the Committee, the selected finalists will be invited to participate in a follow-up interview with the Committee. Upon conclusion of the Committee's interviews with the finalists, two to four firms will be selected to present their conceptual plans in the form of a PowerPoint presentation and display board(s) (inclusion of a video is optional) to the City Council at a special meeting with the community that is intended to provide ample time to thoroughly review the presentations and to subsequently engage the attendees in a question and answer session. Upon conclusion of the presentations, attendees will be asked to place a sticker upon the display board of the design they prefer prior to their leaving, and the City Council will be asked to confirm the Committee's recommendation that these firms be invited to prepare Phase Two proposals.

#### Phase Two Proposals:

Only those firms selected as finalists by the Committee and are confirmed by the City Council will be asked to prepare a proposal to complete the following additional work:

1. Cost Estimates: Prepare cost estimates to complete the Project in each of the following four phases:
  - i. Phase 1: Based on the conceptual plan, prepare a drought-tolerant plant palette, construction documents and bid documents to release to competing landscape contractors.
  - ii. Phase 2: Construction of the Layette Place facing side.
  - iii. Phase 3: Construction of the center courtyard facing Culver Boulevard.
  - iv. Phase 4: Construction of the Duquesne Avenue facing side.

Regardless of which Phase(s) the Centennial Garden component will be constructed, prepare a separate cost estimate to construct this portion of the Project so that it may be used by the City's Centennial Celebration Committee as their goal when raising funds to cover its cost.

The Phase Two proposals will be presented to the City Council to consider when selecting a firm to complete the Project.

#### Schedule:

Following are the next steps to complete the Project:

RFP released:	May 31, 2017
Deadline for receiving questions:	June 12, 2017
Responses to questions due:	June 14, 2017
Phase I Proposals due:	June 30, 2017
Review Committee -- Finalist Interviews:	Week of July 24, 2017
Finalists present to City Council:	Second Week of August 2017
Phase II Proposals due by Finalists:	August 24, 2017
Firm selected by City Council:	September 11, 2017
Groundbreaking/Centennial Celebration	Prior to September 20, 2017

## **FISCAL ANALYSIS**

Of the \$45,540 Moss agreement, \$30,815 has been expended. Sufficient funds exist in CIP PO-002 *Citywide Water Conservation Programs* to cover the \$10,000 change order with Moss.

The 2017/18 Fiscal Year budget proposal includes a request to add a new CIP amounting to \$546,000 in General Funds to complete the Project. This cost may be somewhat offset by funds raised by the City's Centennial Celebration Subcommittee for the Centennial Garden.

## **ATTACHMENTS**

1. Request for Proposals
2. Landscape Architect Firms

## **MOTIONS**

That the City Council:

1. Approve a \$10,000 change order with Larry Moss & Associates for completion of additional work outside the original scope of work; and
2. Authorize termination of the agreement with Larry Moss & Associates; and
3. Approve the content of a Request for Proposals for the City Hall Landscaping Replacement and Centennial Garden Project; and
4. Authorize the release of the Request for Proposals to the 12 landscape architectural firms identified; and
5. Approve inclusion of a Centennial Garden and related public art provided the Centennial Celebration Committee raises the funds necessary to cover its cost; and

6. Authorize the City Attorney to review/prepare the necessary documents; and
7. Authorize the City Manager to execute such documents on behalf of the City.