



Office of the City Manager

CONSENT CALENDAR  
April 21, 2020

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Scott Ferris, Director, Parks, Recreation & Waterfront  
Subject: Contracts: On-Call Landscape Architectural Services for Capital Improvement Projects

RECOMMENDATION

Adopt three Resolutions authorizing the City Manager to execute contracts and any amendments with the following firms for on-call landscape architectural services for capital improvement projects, for contract periods of May 1, 2020 through April 30, 2023:

1. BASE Landscape Architecture, for an amount not to exceed \$300,000.
2. PGA Design, Inc., for an amount not to exceed \$300,000.
3. RRM Design Group, for an amount not to exceed \$300,000.

FISCAL IMPACTS OF RECOMMENDATION

Initial funding for the on-call contracts is available in the Fiscal Year (FY) 2020 budget, as follows:

Parks Tax Fund:	138-52-545-000-0000-000-461-612320	\$85,000
Measure T1 Fund:	511-52-545-000-0000-000-461-612320	\$170,000

Funding for FY 2021 through FY 2023 is subject to appropriation in the capital improvement budget and will be identified as projects arise.

CURRENT SITUATION AND ITS EFFECTS

The City has used consultants in the past to design and manage projects to supplement City staff. These include situations where the nature of the work is specialized such as landscape architectural design, architectural design, electrical design, mechanical design, structural engineering, permitting, construction administration, inspections, and commissioning of systems. On-call consultants have also enabled the City to meet tight schedules when short-term work needs to be addressed. On-call contracts will provide adequate design and consulting services when needed and not expose the City to the long-term burden of hiring additional staff and creating significant overhead.

### BACKGROUND

Requests for Qualifications (RFQ) were issued on January 24, 2020 seeking qualified firms or individuals to provide on-call landscape architectural services for capital improvement projects. On February 25, 2020, the City received 12 proposals from landscape architectural firms. A panel of City staff reviewed the proposals and reviewed, evaluated, and ranked the firms according to the criteria in the RFQ. Top-ranked firms were further evaluated or invited to interview with the panel. After evaluation by the review panel, BASE Landscape Architecture, PGA Design, Inc., and RRM Design Group were selected as the best qualified to provide these services.

### ENVIRONMENTAL SUSTAINABILITY

There are no anticipated negative environmental effects of this action. The execution of these contracts will help ensure successful completion of several ongoing parks capital improvement projects that will incorporate Bay-Friendly landscaping, and the sourcing of sustainable and renewable resources used in construction projects. This promotes environmental sustainability and meets the Strategic Plan goal of providing state-of-the-art, well-maintained infrastructure, amenities, and facilities.

### RATIONALE FOR RECOMMENDATION

The teams assembled by BASE Landscape Architecture, PGA Design, Inc., and RRM Design Group are highly qualified. They have particular expertise in: site analysis, landscape design, community participation, construction documentation, project management, and support.

### ALTERNATIVE ACTIONS CONSIDERED

None.

### CONTACT PERSON

Scott Ferris, Director, Parks, Recreation & Waterfront, 981-6711  
Evelyn Chan, Supervising Civil Engineer, Public Works, 981-6430  
Isaac Carnegie, Associate Civil Engineer, Parks, Recreation & Waterfront, 981-6432  
Jesus Espinoza, Assistant Civil Engineer, Parks, Recreation & Waterfront, 981-6708

### Attachments:

- 1: Resolution for contract with BASE Landscape Architecture
- 2: Resolution for contract with PGA Design, Inc.
- 3: Resolution for contract with RRM Design Group

RESOLUTION NO.:-N.S.

CONTRACT: BASE LANDSCAPE ARCHITECTURE FOR ON-CALL LANDSCAPE  
ARCHITECTURAL SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

WHEREAS, on January 24, 2020, the City released a Request for Qualifications (Specification No. 20-11378-C) seeking firms or individuals to provide on-call landscape architectural services for capital improvement projects; and

WHEREAS, on February 25, 2020, the City received 12 submissions, which were reviewed and ranked according to the criteria in the Request for Qualifications; and

WHEREAS, on March 23, 2020, the City interviewed a selection of the top-ranked firms; and

WHEREAS, based on the results of the rating of the submission and the interviews, BASE Landscape Architecture has been found to be fully qualified and responsive to the City's request; and

WHEREAS, funding will be identified and requested for appropriation as projects arise; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to approve a contract and any amendments with BASE Landscape Architecture for on-call landscape architectural services for capital improvement projects for the contract period of May 1, 2020 through April 30, 2023 in an amount not to exceed \$300,000. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

RESOLUTION NO.:-N.S.

CONTRACT: PGA DESIGN, INC. FOR ON-CALL LANDSCAPE ARCHITECTURAL SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

WHEREAS, on January 24, 2020, the City released a Request for Qualifications (Specification No. 20-11378-C) seeking firms or individuals to provide on-call landscape architectural services for capital improvement projects; and

WHEREAS, on February 25, 2020, the City received 12 submissions, which were reviewed and ranked according to the criteria in the Request for Qualifications; and

WHEREAS, on March 23, 2020, the City interviewed a selection of the top-ranked firms; and

WHEREAS, based on the results of the rating of the submission and the interviews, PGA Design, Inc. has been found to be fully qualified and responsive to the City's request; and

WHEREAS, funding will be identified and requested for appropriation as projects arise; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to approve a contract and any amendments with PGA Design, Inc. for on-call landscape architectural services for capital improvement projects for the contract period of May 1, 2020 through April 30, 2023 in an amount not to exceed \$300,000. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

RESOLUTION NO.:-N.S.

CONTRACT: RRM DESIGN GROUP FOR ON-CALL LANDSCAPE ARCHITECTURAL SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

WHEREAS, on January 24, 2020, the City released a Request for Qualifications (Specification No. 20-11378-C) seeking firms or individuals to provide on-call landscape architectural services for capital improvement projects; and

WHEREAS, on February 25, 2020, the City received 12 submissions, which were reviewed and ranked according to the criteria in the Request for Qualifications; and

WHEREAS, on March 23, 2020, the City interviewed a selection of the top-ranked firms; and

WHEREAS, based on the results of the rating of the submission and the interviews, RRM Design Group has been found to be fully qualified and responsive to the City's request; and

WHEREAS, funding will be identified and requested for appropriation as projects arise; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to approve a contract and any amendments with RRM Design Group for on-call landscape architectural services for capital improvement projects for the contract period of May 1, 2020 through April 30, 2023 in an amount not to exceed \$300,000. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

