


## REPORT TO CITY COUNCIL

**DATE:** APRIL 13, 2016

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER 

**BY:** NATHAN HAMBURGER, ASSISTANT CITY MANAGER  
ALLISON COOK, ASSISTANT DIRECTOR OF PLANNING *ac*

**SUBJECT:** AMENDMENT TO AGREEMENT WITH JORDAN, GILBERT & BAIN  
LANDSCAPE ARCHITECTS, INC. FOR LANDSCAPE DESIGN  
SERVICES FOR CITY-INITIATED PROJECTS

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The purpose of this item is to seek City Council approval for an Amendment to the Agreement between the City and Jordan, Gilbert & Bain, Landscape Architects, Inc. (Jordan, Gilbert & Bain) for City-initiated projects for the current fiscal year. On July 8, 2015, the City entered into two separate agreements with Jordan, Gilbert & Bain for Fiscal Year 2015-2016: (1) an Agreement for Consultant Services to provide landscape design services on a time-and-materials basis for City-initiated projects at a total not-to-exceed fee of \$17,500 (of which \$12,500 is for the Public Works Department and \$5,000 for the Planning Department); and (2) an Agreement for Consultant Services to provide landscape design services for reimbursable (non-City-initiated) projects on a time-and-materials basis at a total not-to-exceed fee of \$55,000. This Amendment seeks to increase the budget for the Agreement related to non-reimbursable (City-initiated) projects.

Since July 2015, Paul Jordan of Jordan, Gilbert & Bain has provided in-house services to the City, including landscape design of medians and other public properties, as well as preparation of various guidelines and exhibits on behalf of the Planning Department for use by the public to better explain landscape standards, submittal requirements, and plan check corrections. Additionally, Mr. Jordan assisted Planning Department staff in the preparation of the City's Water Efficient Landscape Ordinance, which was not anticipated at the time the consultant's Agreement was approved. Additional funding is needed to continue to provide services for Planning Department-initiated projects through the end of this fiscal year, including providing efficient landscape plan check reviews. The additional \$4,000 expected to be needed is based on the average number of hours spent monthly on Planning Department projects by Jordan, Gilbert & Bain since July 2015, and assuming that this level of activity continues through the end of the current fiscal year. The Amendment would be paid through the Planning Department's budgeted fiscal year funds. With the Amendment, the total Agreement cost for City-initiated services would be \$21,500 (\$9,000 of which would be allocated for Planning Department services).

This Amendment has been reviewed by the City Attorney and approved as to form.

**RECOMMENDATION**

Staff respectfully recommends the City Council approve the Amendment to Agreement between the City of Agoura Hills and Jordan, Gilbert & Bain Landscape Architects, Inc. for City-Initiated Projects on a time-and-materials basis for a not-to-exceed amount of \$4,000.

**Attachment:**

1. Amendment to Agreement between the City of Agoura Hills and Jordan, Gilbert & Bain Landscape Architects, Inc. for Landscape Design Services for City-Initiated Projects.

**CONSULTANT SERVICES  
WITH THE CITY OF AGOURA HILLS**

**NAME OF CONSULTANT:** Jordan, Gilbert & Bain Landscape Architects, Inc.

**RESPONSIBLE PRINCIPAL OF CONSULTANT:** Attn: Paul Jordan

**CONSULTANT'S ADDRESS:**

**CITY'S ADDRESS:** City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, CA 91301  
Attn: City Manager

**PREPARED BY:** Allison Cook

**COMMENCEMENT DATE:** April 14, 2016

**TERMINATION DATE:** April 13, 2017

**CONSIDERATION:** Amendment Amount: \$4,000.00

Total Contract Price  
Not to Exceed: \$ 21,500.00

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND JORDAN, GILBERT & BAIN LANDSCAPE  
ARCHITECTS, INC. FOR LANDSCAPE DESIGN SERVICES FOR CITY INITIATED  
PROJECTS**

THIS FIRST AMENDMENT is made and entered into as of April 14, 2016, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Jordan, Gilbert & Bain Architects, Inc. (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On July 8, 2015, the City and Consultant entered into that certain Agreement entitled "Agreement for Consultant Services between the City of Agoura Hills and Jordan, Gilbert & Bain Landscape Architects, Inc. for Landscape Design Services for City Initiated Projects" in the amount of seventeen thousand five hundred dollars and zero cents (\$17,500.00).

b. The parties now desire to increase the payment in the amount of four thousand dollars and zero cents (\$4,000.00), and to amend the Agreement as set forth in this Amendment.

2. Section 5 of the Agreement entitled "**PAYMENT**" at paragraph "A" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. The First Amendment amount shall not exceed four thousand dollars and zero cents (\$4,000.00), for a total Agreement amount not to exceed twenty one thousand five hundred dollars and zero cents (\$21,500.00)."

3. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this First Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

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Harry Schwarz,  
Mayor

Jordan, Gilbert & Bain Landscape Architects,  
Inc.  
3350 Loma Vista Road  
Ventura, CA 93003  
Paul Jordan  
(805) 642-3641 Tel

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
Date Approved by City Council \_\_\_\_\_  
APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

By: Paul Jordan

Print Name: PAUL JORDAN

Title: President

By: Michael Gilbert

Print Name: MICHAEL GILBERT

Title: C.F.O.

**[Signatures of Two Corporate Officers Required]**

## **ATTACHMENT A**

*Attached hereto and incorporated herein is the scope of work and additional associated cost as provided by the Consultant.*

**REQUEST FOR ADDITIONAL SERVICES #1**

DATE: March 10, 2016

**PROJECT:**

CITY OF AGOURA HILLS  
CITY INITIATED  
AGOURA HILLS, CALIFORNIA

**LANDSCAPE ARCHITECTS:**

JORDAN, GILBERT & BAIN  
LANDSCAPE ARCHITECTS, INC.  
3350 LOMA VISTA ROAD  
VENTURA, CALIFORNIA 93003

**CLIENT:**

CITY OF AGOURA HILLS  
30001 LADYFACE COURT  
AGOURA HILLS, CALIFORNIA 91301-2583

**SCOPE OF WORK:**

1. Plan Reviews
2. Site reviews when required
3. Additional project as request by City.

**FEEES FOR THE ABOVE SERVICES:**

Allow 33 hrs. @ \$120/hr.....\$4,000.00

BY:

*Paul Jordan*

DATE

March 10, 2016

**PAUL J. JORDAN, LANDSCAPE ARCHITECT #1443**  
**JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS, INC.**