

REPORT TO CITY COUNCIL

DATE: DECEMBER 8, 2010

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

SUBJECT: REQUEST FOR PROPOSALS FOR LANDSCAPE AND OAK TREE CONSULTANT

The purpose of this item is to seek the City Council's approval of a Request for Proposals (RFP) for a City Landscape and Oak Tree Consultant. For the past several years, the City has been utilizing the services of a landscape and oak tree consultant to assist City staff in providing guidance to City residents in maintaining oak trees and guidance to developers on oak tree, landscape and irrigation issues; reviewing Oak Tree Reports and landscape plans prepared by private project applicants; and conducting plan checks and enforcement of the City's Oak Tree Ordinance and City Landscape Ordinance.

The needs for a City landscape and oak tree consultant to assist staff have now broadened, resulting in an additional scope of work. The following is the complete scope of work needed from the consultant. The tasks listed under the category of "B. Public Works" are the new scope of work being proposed.

A. Planning and Community Development

1. *City Initiated Work*

- a. Implement the City's Oak Tree Ordinance, including issuing Oak Tree Permits.
- b. Provide guidance to City residents in maintaining oak trees.
- c. Conduct plan checks and enforcement of the City Oak Tree Ordinance and City Landscape Ordinance.
- d. Provide other assistance to City staff, as requested.

2. *Private Development Projects*

- a. Review oak tree reports and landscape and irrigation plans for private projects for compliance with City ordinances, policies, and guidelines.
- b. Provide guidance to developers on oak tree, landscape, and irrigation issues.

B. Public Works

1. Design landscape and irrigation plans for City parks and City maintained right-of-way areas.
2. Review landscape and irrigation plans prepared by outside consultants for City parks and City maintained right-of-way areas.
3. Manage the work of landscape contractors on City projects.
4. Prepare oak tree reports for City projects.

The RFP is being proposed as a result of the work change of scope, in an effort to select the best overall qualified consultant. The consultant, in serving as support to City staff, would provide services on an as-needed and time-and-materials basis according to an agreement. Upon acceptable performance by the consultant, the agreement may be renewed annually by the City. A copy of the RFP is included as an attachment to this report.

The budget for the scope of work would be determined based on the anticipated projects and needs for services for the upcoming year. Therefore, the budget may vary from year to year. The budget range anticipated for Task A.1. is \$15,000-\$25,000; for Task A.2. is \$35,000-\$65,000; and for Task B. is \$12,000-\$20,000. For Task A.2., the funds would be taken from applicant trust accounts, while the funds for Task A.1. and Task B. would be drawn from Planning and Public Works budgets, respectively.

Upon approval by the City Council, the RFP would be distributed, and the most qualified candidates responding to the RFP would be invited for an interview with staff prior to selection of the consultant. Upon selection, an agreement would be prepared, and brought before the City Council for its review and approval.

RECOMMENDATION

Staff recommends the City Council approve the Request for Proposals for a City Landscape and Oak Tree Consultant, and direct staff to distribute the Request for Proposals.

Attachment: Request for Proposals for a City Landscape and Oak Tree Consultant



REQUEST FOR PROPOSALS CITY LANDSCAPE AND OAK TREE CONSULTANT

INTRODUCTION

The City of Agoura Hills is seeking a qualified professional to serve as the City's Landscape and Oak Tree Consultant. The Consultant would serve as support to City staff. The Consultant would provide services on an as needed and time and materials basis under an agreement, which can be renewed annually based on the Consultant's performance.

LOCATION

The City of Agoura Hills is located at the eastern end of Los Angeles County, and is traversed by U.S. Highway 101. The City is 7.8 square miles in size.

The City is bounded on the north by unincorporated Ventura County (the community of Oak Park); on the south by unincorporated Los Angeles County; on the west by the City of Westlake Village; and on the east by the City of Calabasas and unincorporated Los Angeles County.

The topography is that of a narrow valley with hills. The City is surrounded by mountains on all but the west side. These include the Santa Monica Mountains and the Simi Hills. The Santa Monica Mountains National Recreation Area borders the City on the south and partly on the east.

Over 30 percent of the City is zoned or designated for open space. The open space areas are primarily on the hillsides. Otherwise, much of the City is built out.

SCOPE OF WORK

The Landscape and Oak Tree Consultant would assist staff in the Planning and Community Development Department, and in the Public Works Department, as outlined below:

Planning and Community Development

City Initiated Work

1. Implement the City's Oak Tree Ordinance, including issuing Oak Tree Permits.
2. Provide guidance to City residents in maintaining oak trees.
3. Conduct plan checks and enforcement of the City Oak Tree Ordinance and City Landscape Ordinance.
4. Provide other assistance to City staff, as requested.

Estimated annual budget: *\$15,000 to \$25,000*

Private Development Projects

1. Review oak tree reports and landscape and irrigation plans for private projects for compliance with City ordinances, policies, and guidelines.
2. Provide guidance to developers on oak tree, landscape, and irrigation issues.

Estimated annual budget: *\$35,000 to \$65,000 (to be reimbursed by applicants)*

Public Works

1. Design landscape and irrigation plans for City parks and City maintained right-of-way areas.
2. Review landscape and irrigation plans prepared by outside consultants for City parks and City maintained right-of-way areas.
3. Manage the work of landscape contractors on City projects.
4. Prepare oak tree reports for City projects.

Estimated annual budget: *\$12,000 to \$20,000*

The specific agreement budget would be set each year based on the projected need.

SUBMITTAL REQUIREMENTS

Each proposal must include the following elements:

A. Project Team

Identify all team members, including any subconsultants, and give a detailed summary of their backgrounds, including providing resumes

for each member of the team. Also identify the person to be designated project manager. The project manager shall be the key person coordinating with City staff on a regular basis. The specific responsibilities of the project manager and other key personnel, including subconsultants, should be detailed.

B. Qualifications

Discuss the overall qualifications of the consulting firm, including any subconsultants. Include a brief description of the firm's philosophy, history, and recent and relevant project experience. Highlight relevant projects or consulting efforts conducted in the past five (5) years.

C. Work Proposal

Present your understanding of the project and approach methodology for providing the work in the tasks outlined under "SCOPE OF WORK," above. Include how you would work with City staff in the completion of the work products.

D. Budget

The budget would be established each year with the approval of an annual agreement. The budget would be based on the anticipated projects and need for services for the upcoming year. The work would be conducted on a time and materials and as needed basis per the established hourly rates of the personnel. Provide the hourly rates of all team members, and the costs of reimbursable expenses, such as copying costs and travel. The agreement amount would be a not to exceed fee, incorporating both consultant staff costs and reimbursable expenses costs. Amendments to the budget amount may be allowed as needed, pursuant to City policies.

E. References

List three or more current or former clients for whom similar or comparable services have been performed. Include names, along with mailing address and telephone number, of principal representatives. The clients should be able to speak about their experience with the project manager and key team members.

EVALUATION OF PROPOSALS

Proposals will be evaluated for the following:

- Grasp of project and service requirements

- Related project experience and skills of the team, particularly individual key staff who would be assigned to the project
 - Evidence of the consultant's timeliness in completion of tasks and meeting schedules
 - Demonstrated ability to effectively apply ordinances, guidelines and other municipal code provisions in practice, including demonstrating flexibility and creative solutions
 - Experience in working with government agencies in implementing municipal codes, policies and guidelines
 - Demonstrated customer service to the client and the public
 - Demonstrated ability to work well with both municipal staff and project applicants, as well as other agencies and organizations
 - Technical capability
 - Cost effectiveness
- *Familiarity with the Conejo Valley/Las Virgenes area, and the City of Agoura Hills Zoning Code pertaining to Oak Tree Preservation Guidelines (Title IX, Chapter 6, Division 7) and other provisions of Title IX regarding landscaping in the City is beneficial.*

CONSULTANT SELECTION PROCESS

Provide three (3) copies of the proposal by Monday, January 10, 2011 at 5:00 p.m. to the following. Any proposals arriving after the deadline will not be accepted.

Allison Cook
Principal Planner
City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301

The most qualified candidates will be invited to participate in an interview with City staff prior to the selection of the Consultant. Note that no reimbursement will be made by the City of any costs incurred by the Consultant candidates related to the preparation of the proposals. The City reserves the right to reject any or all proposals.

AGREEMENT SCHEDULE

A mutually acceptable agreement will be negotiated between the City and the Consultant following the selection of the Consultant. Attached is a copy of the standard agreement of the City of Agoura Hills for consultant services. Please review in particular Section 9 INSURANCE REQUIREMENTS. Indicate in the proposal whether your firm is able to meet the requirements of the agreement.

Questions regarding the RFP should be directed to Allison Cook at the above address, via email at acook@ci.agoura-hills.ca.us, or by telephone at 818-597-7310.