



CITY OF MENIFEE

SUBJECT: Community Services Department, Landscape Architect Services On-Call Short List for Fiscal Years 2023-2028

MEETING DATE: September 6, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve the Community Services Department On-Call Short List for Landscape Architect Services for Fiscal Years 2023-2028; and
2. Authorize the City Manager to approve future Master Agreements based on the approved On-Call Short List for Landscape Architects at the City's discretion and contingent on availability of the corresponding budget.

DISCUSSION

The City of Meniffee's Community Services Department (CSD) oversees the ongoing development and maintenance of all City parks and rights-of-way. As part of the Capital Improvement Program, CSD will be continuing its focus on developing and upgrading various City maintained parks. Some of these projects include the development of a new park in the Sun City area, the expansion of the dog park at E. L. Petersen Park, and the design and construction of a new park in the north parcel adjacent to Paloma Valley High School. These projects along with other CSD projects will require a Landscape Architect firm to be successful.

On May 16, 2023, staff issued Request for Qualification (RFQ) No. 2023-1 for Landscape Architect on-call services. The intent of the RFQ was to establish an on-call list of qualified firms available to supplement City projects. The services would include, but are not limited to, as needed landscaping, planting, and irrigation designs and plans for parks, rights-of-way, sports fields, playground areas, sitting areas, courts, demonstration gardens, dog parks, trailheads, picnic areas, shade structures, and general landscaping around new and existing City sites.

The City received 14 proposals from the following firms:

- Albert A. Webb Associates

- Architerra Design Group
- BMLA
- Brightview Design Group
- Community Work Design Group
- David Evans and Associates
- David Volz Design Landscape Architect Inc.
- Hirsch & Associates Inc. Landscape Architects
- Kimley-Horn and Associates
- Langan
- MIG Inc.
- RHA Landscape Architects-Planners
- Schmidt Design Group
- Spurlock Landscape Architects

An evaluation committee consisting of City staff evaluated the submittals. The firms were evaluated based on the criteria set forth in RFQ 2023-1 which included the experience of the firm, work plan methodology/project approach, project team qualifications, references, and quality of responsiveness of the proposal. After the initial evaluation, interviews were conducted for the seven highest scoring firms.

The tabulated results from the evaluations and interviews are listed in Table 1 below:

Table 1 – RFQ Evaluation Summary

Firm Name	Evaluation Score	Interview Score
BMLA	91.00	86.67
MIG Inc.	86.33	90.00
RHA Landscape Architect-Planners	83.67	82.67
Albert A Webb Associates	89.67	72.33
Architerra Design Group	84.33	73.67
Brightview Design Group	76.33	-
Community Work Design Group	81.33	-
David Evans and Associates	85.33	78.67
David Volz Design Landscape Architects Inc.	80.00	-
Hirsch & Associates Inc. Landscape Architects	74.67	-
Kimley Horn & Associates	90.33	82.33
Langan	76.33	-
Schmidt Design Group	82.67	-
Spurlock Landscape Architects	72.33	-

Following the evaluation process, interviews, and reference checks, the top three scoring firms – BMLA, MIG Inc., and RHA Landscape Architect-Planners – are recommended for the City's qualified short list to provide On-Call Landscape Architect services. Inclusion on the short list does

not guarantee award of future contract(s) and the City reserves the right to issue separate RFQ/RFPs as deemed necessary for specific services and/or projects.

The short list proposed is to be eligible for the period of Fiscal Years (FYs) 2023-2028.

STRATEGIC PLAN OBJECTIVE

Unique Identity

FISCAL IMPACT

There is no fiscal impact associated with the recommended action. Any projects utilizing the firms from the established On-Call Short List will utilize funds already budgeted in the approved CSD FYs 2023-2025 budget, specifically within Account No. 100-4663-52800. Funding needed for any additional project utilization in future years would be budgeted in those years.

ATTACHMENTS

1. On-Call Landscape Architect Services Short List