



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 4, 2008

SUBJECT: Landscape Inspection Services Contract

Report in Brief

A Request for Qualifications (RFQ) for landscape construction inspection services was advertised in September 2007. Seven Statements of Qualifications (SOQ) were received, opened, and reviewed in October 2007. Of the seven SOQ received, three were found to be satisfactory; Salaber Associates, Vali-Cooper, and Callander Associates.

Staff recommends that the City Council authorize the City Manager to execute a Professional Services Agreements with Salaber Associates, Inc. and Callander Associates to perform landscape inspection services as described in the RFQ.

Background

The Parks and Recreation Department has historically performed landscape construction inspection on Parks & Recreation capital projects, commercial, and residential projects within the City. Several capital projects, Spring Lake corridors, greenbelts, and in-tract parkways, and Gateway are currently underway and have been stretching the staff's ability to respond.

The responsibility of landscape inspection in public right-of-way was given to the City's Park Planner early in 2006. Additional part-time inspection services were required in 2007 as Spring Lake and capital projects intensified. James Bacchini & Associates was hired to assist in the landscape inspection efforts at that time. James Bacchini availability to Woodland was soon reduced as several larger projects in Sacramento kept him occupied. Parks & Recreation staff has attempted to keep up with the required inspections, but added responsibilities given to the Park Planner as Acting Parks Superintendent and a reduced level of staffing, requires additional outside assistance to properly monitor the landscape installation activities within the public right-of-way.

Discussion

Three firms were found qualified to provide the inspection services desired. Salaber Associates and Callander Associates were the most responsive. Inspection staff from each firm were interviewed and found to be knowledgeable and capable of performing inspections at the level of expertise required by the City of Woodland.

Professional Services Agreements have been prepared for Salaber and Callander. Two firms are recommended for contracting due to the high volume of work expected through the next year, and to maintain a contingency if one or the other is unable to respond the increased work load.

Salaber Associates has been contracted by the City of Woodland for several years to perform construction management and inspection of infrastructure in Spring Lake Package A. Salaber is also performing infrastructure inspection for the City on the Gateway project.

Callander Associates has a long history of working with many municipalities who are included among their recommendations. This firm is also recommended by Ponticello Enterprises.

Fiscal Impact

Funding for these contracts will be paid by developer liability accounts and Spring Lake Infrastructure Funds as applicable for job assignments. Actual billable hours will be documented and paid to firms via the correlating development funds.

It is expected that each active site and corresponding development account will be billed 5 to 15 hours each week while under construction. Hourly billing rate for contract inspection is near \$100/hr, compared to \$80/hr for City staff inspection. Depending on the amount of work being performed in any given period of time, a developer will be billed approximately \$500 to \$1,500 each week, compared to \$400 to \$1,200 if the same inspections were performed by City staff. No General Funds will be expended on these contracts.

Public Contact

Posting of the City Council agenda.

Recommendation for Action

Staff recommends that the City Council authorize the City Manager to execute a Professional Services Agreements with Salaber Associates, Inc. and Callander Associates to perform landscape inspection services as described in the RFQ.

Prepared by: Kent Perkes
Park Planner/Acting Parks Superintendent

Reviewed by: Daniel W. Gentry, Director
Parks and Recreation Department

Mark G. Deven
City Manager

Attachments:
Request for Qualifications
Evaluation Summary
Professional Service Agreements

Parks & Recreation Department
2001 East Street, Woodland, CA 95776 Phone: (530) 661-5880

September 27, 2007

SUBJECT: RFQ FOR ON-CALL LANDSCAPE INSPECTION SERVICES

To Whom It May Concern:

The City of Woodland is currently soliciting Statements of Qualification (SOQ) for landscape inspection services. The City inspects both private development and capital projects, and the City desires to enter into an annual on-call Contract for inspection, with two firms. The Contract will be awarded for one year and may be renewable for up to two additional years. Each of the two firms selected will be solicited for scope and fee, as projects come up during the contract year.

The work consists of providing landscape construction inspection services needed to assure that landscape construction for capital improvements and in-tract subdivision improvements are built according to city approved plans, specifications (as applicable) and city standards. The work generally includes interface with City of Woodland Parks and Recreation and Building Departments as necessary. Set-up and attend various construction meetings. Physically inspect projects on a work day basis for conformance to plans, specifications, workmanship standards, testing and project schedule. Coordinate Special Inspections. Initiate meetings for updates with Project Manager. Maintain site visit logs and site photographs. Copy all correspondence to the Project Manager. Consultant services will be requested as they are needed for each project or group of projects.

Inspection experience with public agency projects is highly desirable. All inspectors should have computer skills (i.e., Microsoft Word and Microsoft Excel proficiency) and be able to process project quantities and monthly pay estimates to contractors, draft change orders, and draft letters for City signature.

Projects proposed for this agreement are development projects or included in the City's Capital Improvement Program. The projects may include the following:

Capital

Park Irrigation Rehabilitation

Park Playground, Restroom, and Water Play Features

New Park Construction

Development

Spring Lake Specific Plan Backbone Infrastructure Landscape Development of Subdivision Parks, Roadway Corridors, Greenbelts, and Parkways

Please provide 4 copies of your Statement of Qualifications, specifying your firm's qualifications, proposed pool of personnel to cover the projects, and pertinent experience with development and capital projects. The SOQ should be no more than 7 single-sided pages, not counting the cover letter. Also submit a 2007/08 Rate Schedule for the personnel proposed

Submit this information to the attention of Alan Mitchell 1216 Fortna Avenue Woodland, CA 95776; by October 17, 2007. The City will review the information and either make a selection based solely on the SOQ's, or ask a short list of firms to come in for an interview.

Attached is the City's Consultant Services Agreement, which the Firms will be asked to sign.

If you have any questions please email Kari Loth, Ponticello Enterprises, at kariloth@pacbell.net.

Sincerely,

George Ahlgren
Acting Parks Director

**CITY OF WOODLAND
REQUEST FOR QUALIFICATIONS**

LANDSCAPE INSPECTION SERVICES

QUALIFICATIONS EVALUATION

SOQ EVALUATION SCORING

SOQ were evaluated and scored per the instruction and evaluation forms. Below is the ranking of firms based on the evaluation form scores. Next step is to select or interview top firms based on ranking of SOQ information.

Firm Name	Evaluation Score	Ranking
APIC	45	7
Blackburn	48	4
Callander	74	3
Harris	47	5
Independent	46	6
Salaber	83	1
Vali Cooper	77	2