



## Staff Report

**TO:** City Council  
**FROM:** Jeff Hart, Public Works Director  
**DATE:** March 1, 2022  
**SUBJECT:** **Assign and Approve a Designated City Council Member to Participate in the Review and Recommendation of Proposals for Landscape Architecture and Engineering Design Services for the Stewart Park Improvement Project**

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### Background and Analysis:

City Manager objectives for 2022 were presented to the City Council on February 15, 2022. One of these objectives is to enhance the Request for Proposals (RFP) procedures in order to improve confidence in the procurement process and insure transparency. The new RFP procedures include the following:

1. City staff to present all RFPs to City Council for review and authorization to proceed;
2. When authorizing an RFP, City Council to designate a sitting member to participate in the review and recommendation of proposals along with the City Treasurer:
  - a. Determining whether submitted proposals are qualified,
  - b. Participate in scoring each proposal, and
  - c. Determining qualified proposers to interview.
3. City Council, City Treasurer and City staff conduct interviews:
  - a. All members complete a final evaluation of each proposer after the interviews,
  - b. City staff to provide technical input and recommendations to the assigned City Council member and City Treasurer, and
  - c. City Council member and City Treasurer determine preferred proposer.
4. Full City Council to consider selection with recommendation of the assigned City Council member.

## **RFP for Landscape Architecture and Engineering Design Services for the Stewart Park Improvement Project**

As part of the five-year Capital Improvement Plan (CIP), the City has approved the budget for the design of the Stewart Park Improvement Project. A RFP for landscape architecture and engineering services for Stewart Park was prepared by City staff and presented to City Council on January 18, 2022, for authorization to proceed with advertisement. The RFP was advertised on January 19, 2022, and eight (8) proposals were received on February 23, 2022. Proposals were received from the following consultants:

1. RHA Landscape Architects – Planners, Inc.,
2. Placeworks,
3. RJM Design Group,
4. Albert A. Webb Associates,
5. DVD Landscape Architects,
6. In-Site Landscape Architecture, Inc.,
7. KTUA, and
8. NUVIS Landscape Architecture.

In keeping with the City Manager objectives presented on February 15, 2022, City staff is requesting the assignment of a designated City Council member to participate in the review and recommendation process for the proposals received. The preliminary timeline for the review and selection process is as follows:

<b>Event</b>	<b>Date</b>
Proposals Received	February 23, 2022
Review and Scoring of Proposals	March 2 – 11, 2022
Interviews (if required)	March 14 – 18, 2022
Final Evaluation	March 21-24, 2022
Final Recommendation to City Council	April 5, 2022

City staff will work closely with the chosen landscape architecture and engineering design consultant to successfully complete the project design. Upon completion of the design, the City will advertise the bid documents for construction.

**Fiscal Impact:**

The cost to prepare this staff report is approximately \$300.

**Recommended Action:**

Assign and approve a designated City Council Member to participate in the review and recommendation of proposals for landscape architecture and engineering design services for the Stewart Park Improvement Project.

**Attachments:**

None