



City of Grass Valley  
City Council  
Agenda Action Sheet

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**Title:** Professional Service Agreements for on-call landscape design assistance services.

**CEQA:** Not a project.

**Recommendation:** The Council 1) approves the City Manager to execute Professional Services Agreements with Melton Design Group, Inc and Living Outdoors Landscapes for on-call landscaping design assistance services subject to legal review; 2) allow City Manager to approve a 5% contingency; 3) allow Finance Director to make any necessary budget adjustments and transfers.

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**Prepared by:** Zac Quentmeyer, Deputy Public Works Director

**Council Meeting Date:** 04/11/2023

**Date Prepared:** 04/07/2023

**Agenda:** Consent

**Background Information:** Request for Proposals for On-Call Landscaping Design Assistance were issued on February 24, 2023, to assist the Engineering Department with landscape design for various parks, parking lots, landscape medians, and other miscellaneous areas. Seven firms submitted proposals for consideration. A panel of three reviewed the proposals and ranked firms according to adherence to submittal requirements, background and experience of firm personnel, past performance on similar projects, and ability to comply with the requested scope of work. Staff is recommending that Council authorize the City Manager to execute professional service agreements (PSA) for on-call landscaping design assistance services with the top two ranking firms: Melton Design Group and Living Outdoors Landscapes. Funding for the associated work will be determined for each on-call project the firms are assigned to, which will typically include budgeted capital improvement projects. The PSA's are proposed to be effective for two years with the ability to extend the PSA's twice, each for an additional year. Each PSA will be for \$30,000 with the ability to approve amendments up to \$90,000.

**Council Goals/Objectives:** The execution for on-call landscape design assistance services executes portions of work tasks towards achieving/maintaining Strategic Plan- Productive and Efficient Workforce and City Infrastructure Investment.

**Fiscal Impact:** \$180,000    **Funds Available:** N/A    **Account #:** various accounts

**Reviewed by:** City Manager

**Attachments:** Draft Professional Services Agreements

