



## Legislation Text

File #: 24-248, Version: 1

### Memorandum

**Date:** March 12, 2024

**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

**From:** Lars Ewing, Public Services Director

**Subject:** Approve the Qualified List from the Request for Qualifications for On-Call Landscape Architecture and Planning Services

#### Executive Summary:

In December 2023 the Public Services Department solicited a Request for Qualifications (RFQ) for professional landscape architecture and planning services. The general scope of work requested was for landscape architecture and planning services for park, trail, and facilities projects. Examples of services include system planning, site master planning, community outreach, environmental studies, CEQA/NEPA analysis, regulatory permit assistance, conceptual/schematic designs, construction documents, specification writing, construction site inspection, GIS mapping, land management consultation, and other related tasks. There were no specific projects intended for the solicitation; rather, the objective was to establish a list of firms most qualified to complete the type of services requested, with the intent to enter into contracts for specific projects in the future, as the need arises, with a firm (or firms) from that list.

Public Services received thirteen responses to the RFQ. A selection committee reviewed the responses in accordance with the County's Policy for Review and Selection of Professional Consultants and Other Contract Service Providers, which resulted in a short list of firms to consider for future work. The qualified list is based strictly on the requirements and criteria of the County's RFQ and does not in any way reflect judgment of any responding firms' capabilities to perform work outside of this specific solicitation. Public Services, as well as other departments, may use the resulting list for contracts on an "as-needed" basis depending on project priorities and available funding.

Staff recommends your Board's approval of the attached "Qualified List of Landscape Architecture and Planning Service Providers", effective for 24 months from the date of approval.

#### If not budgeted, fill in the blanks below only:

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

#### Purchasing Considerations (check all that apply):

☐ Not applicable

☒ Fully Article X. <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-)

38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+38EXCOBI+Procedures+Manual/Ch4\\_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+38EXCOBI+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (*describe process undertaken in "Executive Summary"*)  
☐ Section 2-38 <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)  
☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee  
<<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)  
☐ Other (*Please describe in Executive Summary*)

**Consistency with Vision 2028** <<http://www.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable              | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Economic Development    | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> County Workforce                            |
| <input checked="" type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Infrastructure   | <input type="checkbox"/> Clear Lake                                  |
|   | <input type="checkbox"/> Business Process Efficiency |  |

**Recommended Action:** Approve the Qualified List from the Request for Qualifications for On Call Landscape Architecture and Planning Services