

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: November 14, 2024

PREPARED BY: Shawn Muir, Community Services Manager
Martin Alvarez, Director of Public Works

SUBJECT: AWARD A CONTRACT TO HERMANN DESIGN GROUP FOR DEVELOPMENT OF A LANDSCAPE MASTER PLAN AND CONSTRUCTION SUPPORT SERVICES (PROJECT NO. CPK00003)

RECOMMENDATION:

1. Award a Professional Services Agreement with Hermann Design Group, of Palm Desert, California, for development of a Landscape Master Plan (LMP) in the amount of \$41,585 plus \$8,415 in contingency for unforeseen circumstances.
2. Authorize extra work associated with design and construction support services to implement the plan with Hermann Design Group in an amount not to exceed \$200,000 per fiscal year for a 31-month term, with two one-year extension options.
3. Authorize the City Attorney to make necessary nonmonetary changes to the contract.
4. Authorize the City Manager to execute the contract and any other documents necessary to effectuate this action, in accordance with Section 3.30.170 of the Palm Desert Municipal Code.

BACKGROUND/ANALYSIS:

Landscape Master Plan Development

Over the years, different styles have been incorporated into the City of Palm Desert's median landscapes, leading to noticeable inconsistencies. In response, city staff is developing a Landscape Master Plan (LMP) to bring consistency and enhance both the aesthetic and environmental integrity of the City's streetscapes, open spaces, and approximately 300 acres of medians. This initiative addresses a growing need for uniformity and cohesion in the city's landscape design, particularly as various areas have shown signs of decline due to evolving weather patterns and climate conditions.

Creating a LMP offers a tactical approach in alignment with the strategic master plan to address these challenges. By establishing a cohesive vision of one landscape palette with three tiers of quality for the city's landscape, the City of Palm Desert aims to improve the overall quality of life for its residents and visitors by showcasing the City's unique desert flora. This plan will provide guidelines for plant selection, irrigation practices, and maintenance strategies.

Extra Work

Upon the completion of the LMP (4 months), City staff intend to move forward with development of construction documents and bidding to implement the LMP. These extra services were included in the scope of work, and proposers were asked to provide hourly rates for the positions involved. The extra work services include development of landscape construction plans and construction support services. This will allow staff to implement the LMP without delay and

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provide a seamless transition between planning, design, and construction of priority medians and landscaped areas.

Request for Proposals

The project was advertised for proposals through the City’s bid management portal, OpenGov, on September 11, 2024. A mandatory pre-proposal meeting was held at City Hall on September 19, 2024, attended by City staff and three vendors. At the pre-proposal meeting, staff discussed the project needs with the prospective proposers, including the development of the five-year LMP and the support services needed to implement the plan, such as development of construction documents and bid support services. On October 2, 2024, three proposals were received electronically which included a fee proposal for development of the five-year LMP and hourly rates for the subsequent work. The fee proposals for development of the LMP are listed below:

Vendor	Location	Amount
Hermann Design Group	Palm Desert, California	\$41,585
In-Site Landscape Architecture, Inc.	San Diego, California	\$82,580
Spurlock Landscape Architects	San Diego, California	\$91,642

Recommendation

City staff reviewed the qualified proposals and selected Hermann Design Group based on the evaluation criteria outlined in the RFP, which included clarity and conformance, experience, performance, proposal content, fees, and references. Departments and staff who have collaborated with Hermann Design Group have commended the firm for its design efficiency, clear communication, responsiveness to concerns, effective problem-solving, adherence to deadlines, and relevant experience with City projects, including the Design Services for the Greens/Tee Box Renovation and Turf Reduction at Desert Willow Golf Resort.

Staff recommends awarding a professional services agreement to Hermann Design Group in the amount of \$41, 585 plus \$8,415 in contingency for the development of the five-year LMP. Additionally, staff is requesting extra work not to exceed \$200,000 to support implementation of the plan, including construction planning, construction administration, construction support, and design services. Hermann Design Group has provided a fee schedule for this work as follows:

Service	Hourly Rate
Principal Landscape Architect / Principal Planner	\$195
Construction Manager	\$165
Landscape Architect	\$150
Project Manager / Associate	\$135
Irrigation Designer	\$135
Senior Designer	\$125
Professional Staff / Specification Writer	\$105
Designer	\$95
Draftsperson	\$85
Administrative Staff	\$75

Legal Review:

This report has been reviewed by the City Attorney’s Office.

Strategic Plan:

The Landscape Master Plan Development project is in alignment with the Parks & Recreation strategic plan to prepare for the financial requirements of maintaining existing landscape and parks to the highest level of service.

FINANCIAL IMPACT:

The approved Public Works Operating Budget and Capital Improvement Project (CIP) List for Fiscal Year 2024-25 includes \$1,075,000 for landscape services across various accounts. City staff have designated \$250,000 for landscape enhancement support services. Staff will budget accordingly during the annual budget approval process for future years and expenditures will be contingent upon budget approval; therefore, there is no additional financial impact on the general fund.

The table below outlines the estimated budget allocation and expenses for each account during FY 2024-25; however, this does not limit the use of funds to these accounts, nor does it guarantee that the full amounts will be utilized or spent:

Account No.	Location	Budget	Task Orders	Balance
1104610-4332001	Civic Center Park	\$50,000	\$25,000	\$25,000
1104610-4337001	Tri-Cities Sports	\$25,000	\$25,000	
1104611-4332001	Other Parks	\$50,000	\$25,000	\$25,000
1104614-4337001	Medians	\$750,000	\$500,000	\$250,000
2424595-4400100	Palm Desert Aquatic Center	\$50,000	\$50,000	
4004618-4400100	Park Improvements	\$100,000	\$100,000	
4004674-4400100	Civic Center Park Improvements	\$50,000	\$25,000	\$25,000
Total:		\$1,075,000	\$750,000	\$325,000
<i>*Landscape Master Plan, Contingency and Implementation</i>				-(\$250,000)
Budget Balance				\$75,000

*Current request

ATTACHMENTS:

1. Professional Services Agreement
2. Hermann Design Group Proposal