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**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 13 Ordinance/Resolution# 09-10-333 Council District: VARIOUS

For Meeting of December 21, 2009

(Adoption Date)

**TITLE:**

**A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES TO ENTER INTO TERM CONTRACTS WITH LISA MCNELIS, LANDSCAPE ARCHITECT; CONSENSUS PLANNING; MORROW REARDON WILKINSON MILLER, LTD.; SITES SOUTHWEST, LLC.; AND WESTON SOLUTIONS, INC., FOR THE PURPOSE OF PROVIDING LANDSCAPE ARCHITECTURAL DESIGN SERVICES ON AN "AS NEEDED" BASIS, FOR AN INITIAL TERM OF ONE YEAR, RENEWABLE ANNUALLY, UP TO A MAXIMUM OF FIVE YEARS, AND FOR CONTRACT AMOUNTS NOT TO EXCEED ESTABLISHED BUDGETS.**

**PURPOSE(S) OF ACTION:** To establish a pool of pre-qualified landscape architects to provide design services on an "as-needed" basis.

<b>Name of Drafter:</b> Cathy Mathews <i>CM</i>		<b>Department:</b> <i>KH</i> Facilities/Project Mgmt.		<b>Phone:</b> 541-2592	
<b>Department</b>	<b>Signature</b>	<b>Phone</b>	<b>Department</b>	<b>Signature</b>	<b>Phone</b>
Facilities Department	<i>FD</i>	541-2651	Budget	<i>Richard Kubacki</i>	2300
			Assistant City Manager	<i>Justin Jay</i>	2271
Legal	<i>Jim Ar</i>	2128	City Manager	<i>Justin Jay</i>	2076

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

The City has previously used term contracts to its advantage in various disciplines, including landscape architects. The purpose of this approach allows the City to establish a pre-qualified pool of professionals that are under contract and are readily available to respond to project work requests. The main advantage of this approach is a shorter procurement time when services are needed, especially if there are time restrictions on specific funding sources. An additional benefit is staff time is freed up to perform other work since this approach negates the need to use a Request for Proposal or bidding process each time landscape architectural services are required.

The current term contracts are scheduled to expire at the beginning of 2010; therefore, a Request for Proposal (RFP) was issued for Landscape Architectural Design Services on September 16, 2009. Six responsive proposals were received and reviewed at the October 22, 2009 Selection Advisory Committee (SAC) Meeting. The RFP specified that only the top five would be selected. Of those five, only one was from a local Las Cruces area firm. Further research indicates that based on current registration information, only a limited

number of landscape architects are resident in the part of the state located south of Socorro. Where possible, and within procurement regulations, staff will endeavor to utilize the services of the local Landscape Architect when practical, before proceeding with the use of other firms under this agreement. Firms who submitted proposals under this RFP included: Lisa McNelis, Landscape Architect of Las Cruces, NM; Consensus Planning of Albuquerque, NM; Morrow Reardon Wilkinson Miller, Ltd. of Albuquerque, NM; Sites Southwest LLC of Albuquerque, NM; and Weston Solutions, Inc. of Albuquerque, NM.

This agreement is a one-year contract with an option to renew for up to four (4) additional one (1) year periods, provided the terms and conditions remain the same. The renewal options may be exercised at the discretion of the City upon mutual agreement with the landscape architects.

In compliance with the City of Las Cruces Procurement Code, those contracts for services that are equal to \$50,000.00 or less will be processed administratively. Those contracts in excess of \$50,000 will be submitted to City Council for consideration and approval prior to contracting.

Staff requests approval from the City Council to enter into agreements with the five (5) pre-qualified firms to provide general Landscape Architectural Design Services for the City, on an "as needed" basis, as specified in their technical proposals. These services may include, but are not limited to: site design, construction plans, as-built drawings, cost estimates, specifications, project reports, erosion control plans, irrigation plans, and other landscape architectural services where needed.

**SUPPORT INFORMATION:**

Fund Name / Account Number	Amount of Expenditure	Budget Amount
Various	Various	Within City Council approved budgets

1. Resolution
2. Exhibit "A" – Purchasing Manager's Request to Contract Form
3. Evaluation Summary

**OPTIONS / ALTERNATIVES:**

1. Vote "YES". This action will authorize the City of Las Cruces to enter into contracts with the five (5) selected pre-qualified firms to provide general landscape design services for the City on an as needed basis.
2. Vote "NO". This action will reject the proposed bid award and instruct staff to either re-bid, re-scope, or abandon this pricing agreement all together. Without this pricing agreement, potential users will have to explore an alternative means of procuring general landscape architectural design services.
3. Vote "AMEND" on the Resolution; thereby, providing direction to staff on how to proceed with this project.

**RESOLUTION NO. 09-10-333**

**A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES TO ENTER INTO TERM CONTRACTS WITH LISA MCNELIS, LANDSCAPE ARCHITECT; CONSENSUS PLANNING; MORROW REARDON WILKINSON MILLER, LTD.; SITES SOUTHWEST, LLC.; AND WESTON SOLUTIONS, INC., FOR THE PURPOSE OF PROVIDING LANDSCAPE ARCHITECTURAL DESIGN SERVICES ON AN "AS NEEDED" BASIS, FOR AN INITIAL TERM OF ONE YEAR, RENEWABLE ANNUALLY, UP TO A MAXIMUM OF FIVE YEARS, AND FOR CONTRACT AMOUNTS NOT TO EXCEED ESTABLISHED BUDGETS.**

The City Council is informed that:

**WHEREAS**, the City of Las Cruces requested proposals for Landscape Architectural Design Services in September 2009, and

**WHEREAS**, these services are required to perform specialized design functions that include, but are not limited to: development of specifications, site design, cost estimates, construction drawings, irrigation systems, erosion control, and project reporting/closeout, and

**WHEREAS**, the term contract is a one-year contract with an option to renew for four (4) additional one (1) year periods, provided the pricing, terms, and conditions remain the same, and

**WHEREAS**, the Selection Advisory Committee (SAC) evaluated six (6) proposals on October 22, 2009, only one of which was a local Las Cruces firm, and

**WHEREAS**, the Selection Advisory Committee (SAC) recommends contract award to the top five firms: Lisa McNelis, Landscape Architect; Consensus Planning; Morrow Reardon Wilkinson Miller, Ltd.; Sites Southwest LLC; and Weston Solutions Inc., and

**WHEREAS**, contract amounts are not to exceed establish budgets.

**NOW, THEREFORE**, Be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT**, the Purchasing Manager is authorized to enter into individual contracts with each of the five (5) pre-qualified firms to provide Landscape Architectural Design Services to the City of Las Cruces on an as needed basis.

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(II)

THAT, City staff is hereby authorized to do any and all deeds necessary in the accomplishment of the herein above.

DONE and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk  
(SEAL)

VOTE:

Mayor Miyagishma: \_\_\_\_\_  
Councillor Silva: \_\_\_\_\_  
Councillor Connor: \_\_\_\_\_  
Councillor Pedroza: \_\_\_\_\_  
Councillor Small: \_\_\_\_\_  
Councillor Sorg: \_\_\_\_\_  
Councillor Thomas: \_\_\_\_\_

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**CITY OF LAS CRUCES**

**PURCHASING MANAGER'S REQUEST TO CONTRACT**

**For Meeting of: December 21, 2009**

**Resolution No.: 09-10-333**

**Contract Purchase For  
Professional Landscape Architectural Design Services Price Agreement**

The Las Cruces City Council is provided the following information concerning this request:

**RFP SOLICITATION INFORMATION:**

1. RFP No./ Due Date: **RFP 09-10-333/September 16, 2009**
2. Description: **Professional Landscape Architectural Design Services**
3. Using Department: **Facilities/Project Management**
4. Number of Responses: **Six (6)**
5. Award Recommendation To: **Lisa McNelis, of Las Cruces, NM; Consensus Planning, Morrow Reardon Wilkinson Miller, LTD., Sites Southwest, and Weston Solutions, Inc. of Albuquerque, NM**
6. Total Award Amount (including any tax and contingency): **Indefinite Cost**
7. Contract Duration: **Five (5) Years Pending Approved Budget and Annual Renewals**

**LOCAL PREFERENCE FACTOR**

Local Preference Factor Applied Per LCMC §24-100	No		LCMC §24-100 not applicable to this solicitation
	Yes	X	Made A Difference To Awards(s)
		X	Made No Difference To Bid Award(s)

**PROCUREMENT CODE COMPLIANCE:**

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.

  
 Purchasing Manager 12/1/09  
 Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION or PURCHASE ORDER NUMBER:	<b>N/A – Indefinite Cost</b>
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