



DATE: October 20, 2020

TO: Mayor and City Council

FROM: Director of Development Services

SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with Dutchover & Associates for Landscape Architect Services, Increasing the Not to Exceed Amount to \$330,000

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to execute an amendment to the agreement with Dutchover & Associates increasing the not to exceed amount to \$330,000.

SUMMARY

Staff requests that Council authorizes the City Manager to execute an amendment to the agreement with Dutchover & Associates, to increase the compensation amount by an additional \$75,000, for a total agreement amount not to exceed \$330,000, and to extend the term of the agreement to March 30, 2021.

BACKGROUND

The Planning Division has one approved FTE for the position of Landscape Architect. The Landscape Architect is responsible for the review of landscape plans, coordinating projects, beautification, park dedications fees, and tree preservation activities. An Associate Landscape Architect position was approved in the FY20 Operating Budget; however, this position was frozen for FY21 as part of the budget reductions due to COVID-19.

On March 16, 2020, Alameda County issued a Shelter-In-Place Order restricting all non-essential residential and commercial construction. Effective May 3, 2020, the Shelter-In-Place Order was revised to allow construction activities utilizing safety protocols. Since construction activities have resumed, the Planning Division has received 163 permit applications, equal to the 163 applications received during the same period in 2019. It has remained critical to contract with an outside firm for Landscape Architect services to maintain the day-to-day operations and plan review in the Planning Division.

The City executed an agreement with Dutchover & Associates on September 1, 2017, to provide qualified temporary staffing to perform Landscape Architect services for an amount not to exceed \$50,000. Council has since authorized the City Manager to execute five amendments to this agreement, most recently including Resolution #19-149 adopted on July 2, 2019, authorizing an increase of the not to exceed amount to \$255,000. A sixth amendment was executed on June 20, 2020 to extend the term through December 31, 2020. There was no increase to the compensation amount at that time.

DISCUSSION

Associated with the original agreement, Dutchover & Associates has provided a qualified professional, Brian Dutchover, who has been assisting with plan review, applicant inquiries, and field inspections. Mr. Dutchover has been working remotely on a part-time basis, two to three days per week to assist with the workload. The additional assistance allows the City's current Landscape Architect to focus on more complex projects, as well as handle the larger on-site inspections.

The current request to amend the agreement with Dutchover & Associates relates to retaining Mr. Dutchover to continue his assistance in the Planning Division on a part-time basis through March 30, 2021 and would increase the overall contract amount to an amount not to exceed \$330,000.

FISCAL IMPACT

All costs for this professional services agreement will be paid for through a combination of approved funds within the Development Services Department FY 2021 Operating Budget, and fees billed to the development projects as appropriate and as they relate to review of project plans or inspections. There is no additional impact to the General Fund.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

SUSTAINABILITY FEATURES

The recommended action for this report will not directly result in physical development, purchase or service, new policy or legislation related to sustainability. However, ensuring proper and efficient landscaping that follows the overall landscape goals and regulations of the City, and its beautification efforts are directly related to the General Plan. Staff, and consultants acting as agents of the City, encourage all applicants to adhere to the General Plan guidelines.

NEXT STEPS

If the Council approves the attached resolution, staff will prepare an amendment to the Agreement between the City of Hayward and Dutchover & Associates for execution by the City Manager, in a form approved by the City Attorney.

Prepared by: Jade Kim, Management Analyst II

Recommended by: Laura Simpson, Director of Development Services

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager