



CITY OF MANHATTAN BEACH PUBLIC WORKS
3621 Bell Avenue, Manhattan Beach, CA 90266

FIELD OPERATIONS DIVISION
www.manhattanbeach.gov • (310) 802-5000

INDIVIDUAL PROJECT ORDER PROFESSIONAL SERVICES

DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC.

INDIVIDUAL PROJECT ORDER No. 2

1.0 Authorization

This task order is issued to David Volz Design Landscape Architects, Inc., under the approval of the City of Manhattan Beach Public Works Department on August 1, 2023, and under the terms and conditions of the On-Call Professional Services Agreement, which was approved by the City of Manhattan Beach on April 14, 2023. This Individual Project Order No. 2 shall not exceed \$10,000.

2.0 Scope

See attached Individual Project Order No. 2 – Metlox Plaza Fountain Design and David Volz Design Landscape Architects, Inc. Proposal.

3.0 Schedule

The work authorized herein shall begin on August 1, 2023.

4.0 Compensation

This Individual Project Order No. 2 is issued for a Not-To-Exceed Fee of \$10,000. Invoices may be submitted for monthly progress payments subject to the terms and conditions of the agreement.

5.0 Progress Meetings

The Consultant shall schedule progress review meetings with the City's project manager as necessary.

Issued by:	Accepted by:
<p>DocuSigned by: <i>Erick Lee</i> 8FBAAFB234CA492...</p>	<p>DocuSigned by: <i>David Volz</i> 5008982A323541E</p>
<p>Erick Lee, Public Works Director City of Manhattan Beach</p>	<p>David Volz, President David Volz Design Landscape Architects, Inc.</p>
<p>8/2/2023</p>	<p>8/3/2023</p>
<p>Date</p>	<p>Date</p>

INDIVIDUAL PROJECT ORDER NO. 2

Develop conceptual ideas, sketches, styles, pictures, and artistic renderings for the conversion of this plaza fountain into a maintainable landscape-oriented space.

Task 1 – Project Initialization

- a. Initial kickoff meeting with City project staff
 - Review project criteria and program objectives
 - Review procedures and design schedule
 - Assign calendar dates to each milestone
- b. Review any record documents
 - Collect available data and maps
 - Review plans and documents of the site
 - Review initial opportunities
 - Identify opportunities and constraints
 - Identify surrounding uses and connections

Task 2 – Preliminary concept plans

- a. Preliminary rendered graphic concept plans (2)
 - Removing the fountain elements
 - Replace fountain elements with a maintainable by city staff landscape
 - Plaza enhancement solutions
- b. Review meeting with city project team (2)
- c. Slide deck of style pictures for a PowerPoint presentation
- d. Order-of-magnitude construction cost budget estimates

Project Schedule

Preliminary conceptual plan	4 Weeks
Review and Finalization	2 Weeks
Meeting with City Staff	2 Weeks

Meetings & Deliverables

- a. Kick-off Meeting (1)
- b. Review meeting with staff (2)
- c. Concept plans (2) rendered graphics
- d. PowerPoint Slides for presentation
- e. Construction cost budget

Cost for IPO No. 2

	Principals	Senior Landscape Architect	Landscape Designer	Project Designer	Admin Fees	Total	Fee
Hourly Rate	\$230	\$175	\$140	\$120	\$110	Hours	Fee
Task 1	1	2	5	-	2	10	\$1,500
Task 2	2	24	19	8	2	55	\$8,500
Grand Total	\$690	\$4,550	\$3,360	\$960	\$440	65	\$10,000



April 24, 2023

Sean Roberts
City of Manhattan Beach
3621 Bell Avenue
Manhattan Beach, CA 90266

**RE: PROPOSAL TO PROVIDE LANDSCAPE ARCHITECTURAL DESIGN SERVICES FOR PLAZA
FOUNTAIN CONVERSION, CONCEPT PLANS**

Dear Mr. Roberts,

David Volz Design proposes to provide conceptual ideas, sketches, styles pictures, and artistic renderings, for the conversion of this plaza fountain into a maintainable landscape-oriented space. The DVD envisions an abbreviated planning and design approach including meetings with your staff to review the site and to review the graphic plans. A slide deck of two alternative concept plans and style pictures for a PowerPoint presentation will be the final deliverable for this concept planning project. If presentations are needed these can be added to the scope of services as an optional task.

Our team is very excited to provide these services to Manhattan Beach. Should you have any questions about this proposal or any landscape or park planning matter, please do not hesitate to call.

Very truly yours,

DAVID VOLZ DESIGN

A handwritten signature in black ink, appearing to read 'David J. Volz', followed by a period.

David J. Volz, R.L.A. # 2375
LEED Accredited Professional, QSD/QSP

SCOPE OF SERVICES

Task 1 - Project Initialization

- 1.01 Initial kickoff meeting with city project staff
 - a. Review project criteria and program objectives
 - b. Review procedures and design schedule
 - c. Assign calendar dates to each milestone

- 1.02 Review any record documents
 - a. Collect available data and maps
 - b. Review plans and documents of the site
 - c. Review initial opportunities
 - Identify opportunities and constraints
 - Identify surrounding uses and connections

Task 2 – Preliminary concept plans (2)

- 2.01 Preliminary rendered graphic concept plans (2)
 - a. Removing the fountain elements
 - b. Replace fountain elements with a maintainable by city staff landscape
 - c. Plaza enhancement solutions

- 2.02 Review meeting with city project team (2)

- 2.03 Slide deck of style pictures for a PowerPoint presentation

- 2.04 Order-of-magnitude construction cost budget estimates

MEETINGS & DELIVERABLES

- Kick-off Meeting (1)
- Review meeting with staff (2)
- Concept plans (2) rendered graphics
- PowerPoint Slides for presentation
- Construction cost budget





FEE PROPOSAL

Scope of Services

- Task 1 - Project Initialization
- Task 2 - Preliminary Concept Plans

PR	SLA	LD	PD	AD	Total Hrs	Fee
\$230	\$175	\$140	\$120	\$110		
1	2	5		2	10	\$ 1,500
2	24	19	8	2	55	\$ 8,500
3	26	24	8	4	65	\$ 10,000

TOTAL PROPOSED DESIGN FEE \$ 10,000

