



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. 3

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. 3 shall not exceed \$17,540.

2.0 Scope

See attached Individual Project Order No. 3 – Refurbishment of Downtown Planters 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. 3 is issued for a Not-To-Exceed Fee of \$17,540. 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. 3

Develop conceptual ideas for updating the planting schemes, evaluating possible conversion to new downtown serving amenities, and providing an ongoing maintenance plan to guide plant refreshment/replacement.

Task 1 - Mapping and cataloging

- a. Prepare an updated map (interactive, geolocations)
- b. Provide photo references of each planting space
- c. Provide an updateable catalog (electronic file system) for ongoing maintenance

Task 2 - Evaluate current condition and recommendations

- a. Review each existing planter
- b. Reconnect enhancements
- c. Provide options for high-traffic areas

Task 3 - Plan for short and long-term planting enhancement/replacement

- a. Develop schematic plans for ongoing upkeep
 - Typical planting layouts
 - Plant palette
 - Pavement installation materials
- b. Provide catalog (electronic format) for ongoing maintenance monitoring
 - Format for photo files
 - Map-based identification
 - Text data comment boxes
 - Date-based reviewable data

Project Schedule

| | |
|---|---------|
| Mapping and cataloging | 3 Weeks |
| Evaluate current conditions & recommendations | 4 Weeks |
| Planting enhancement/replacement | 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. 3

| | Landscape Architect | Senior Landscape Designer | Landscape Designer | Project Designer | Admin Fees | Total | Fee |
|--------------------|----------------------------|----------------------------------|---------------------------|-------------------------|-------------------|--------------|-----------------|
| Hourly Rate | \$160 | \$155 | \$140 | \$120 | \$110 | Hours | Fee |
| Task 1 | 4 | 16 | 4 | 4 | 2 | 30 | \$4,380 |
| Task 2 | 2 | 36 | 2 | - | 2 | 42 | \$6,400 |
| Task 3 | 2 | 24 | 16 | 4 | - | 46 | \$6,760 |
| Grand Total | \$1,280 | \$11,780 | \$3,080 | \$960 | \$440 | 118 | \$17,540 |



April 21, 2023
REVISED Aug 1, 2023

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

RE: PROPOSAL TO PROVIDE LANDSCAPE ARCHITECTURAL DESIGN SERVICES FOR REVIEW, RECOMMENDATIONS AND LANDSCAPE REFURBISHMENT OF THE DOWNTOWN PLANTERS

Dear Mr. Roberts,

The downtown streetscape in the heart of the Manhattan Beach Commercial District is much enhanced by the 50 small street edge landscape planters. These planters are in the public right of way and can be found at most of the important intersections in the downtown area. The downtown streetscape map dated May 2016 depicts the locations of these public landscape areas.

David Volz Design proposes to provide the following services for updating the planting schemes, evaluation of possible conversion to new downtown serving amenities, and provide for an ongoing maintenance plan to guide plant refreshment/replacement.

SCOPE OF SERVICES

1. Mapping and cataloging
 - a. Prepare updated map (interactive, geolocations)
 - b. Provide photo references of each planting space
 - c. Provide an updateable catalog (electronic file system) for ongoing maintenance
2. Evaluate current condition, and recommendations
 - a. Review each existing planter
 - b. Reconnect enhancements
 - c. Provide options for high-traffic areas
3. Plan for short and long-term planting enhancement/replacement
 - a. Develop schematic plans for ongoing upkeep
 - Typical planting layouts
 - Plant palette
 - Pavement installation materials
 - b. Provide catalog (electronic format) for ongoing maintenance monitoring
 - Format for photo files
 - Map-based identification
 - Text data comment boxes
 - Date-based reviewable data



The DVD team is very interested in providing the listed services for this highly visible project. We will work with your staff to identify beautiful and sustainable landscape arrangements. Should you have any questions please do not hesitate to call.

Very truly yours,

DAVID VOLZ DESIGN

A handwritten signature in black ink, appearing to read 'David J. Volz', is written over the company name.

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

FEE PROPOSAL

Scope of Services

- Task 1 - Mapping and cataloging
- Task 2 - Evaluate current conditions & recommendations
- Task 3 - Planting enhancement/replacement

| LA | SLD | LD | PD | AD | Total | Fee | |
|-------|-------|-------|-------|-------|-------|-----|--------|
| \$160 | \$155 | \$140 | \$120 | \$110 | Hrs | | |
| 4 | 16 | 4 | 4 | 2 | 30 | \$ | 4,380 |
| 2 | 36 | 2 | | 2 | 42 | \$ | 6,400 |
| 2 | 24 | 16 | 4 | | 46 | \$ | 6,760 |
| 8 | 76 | 22 | 8 | 4 | 118 | \$ | 17,540 |

TOTAL PROPOSED DESIGN FEE \$ 17,540