

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE FOLLOWING:  
SAN BERNARDINO COUNTY  
BOARD GOVERNED COUNTY SERVICE AREAS  
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE FOLLOWING:  
BIG BEAR VALLEY RECREATION AND PARK DISTRICT  
BLOOMINGTON RECREATION AND PARK DISTRICT  
AND RECORD OF ACTION**

March 12, 2024

**FROM**

**NOEL CASTILLO, Director, Department of Public Works – Special Districts**

**SUBJECT**

On-Call Professional Landscape Architectural Services

**RECOMMENDATION(S)**

1. Acting as the governing body of San Bernardino County, approve contracts with the following six consultants to provide on-call professional landscape architectural services, on an as-needed basis, for a cumulative total not-to-exceed \$1,000,000 per contract over the five-year term of March 12, 2024 through March 12, 2029, or 15 months after completion of the last assigned project/assignment during this term, whichever occurs last:
  - a. Albert A. Webb Associates **Agreement No. 24-185**
  - b. Architerra, Inc. **Agreement No. 24-186**
  - c. Community Works Design Group, LLC **Agreement No. 24-187**
  - d. Wolff, Lang, Christopher Architects (WLC) dba PBK Architects dba Edgeland Group **Agreement No. 24-188**
  - e. Moore Iacofano Goltsman, Incorporated **Agreement No. 24-189**
  - f. Verde Design, Inc. **Agreement No. 24-190**
2. Acting as the governing body of all Board Governed County Service Areas and their Zones, Big Bear Valley Recreation and Park District, and Bloomington Recreation and Park District, approve contracts with the following six consultants to provide on-call professional landscape architectural services, on an as-needed basis, for a cumulative total not-to-exceed \$1,000,000 per contract over the five-year term of March 12, 2024 through March 12, 2029, or 15 months after completion of the last assigned project/assignment during this term, whichever occurs last:
  - a. Albert A. Webb Associates **Agreement No. 24-191**
  - b. Architerra, Inc. **Agreement No. 24-192**
  - c. Community Works Design Group, LLC **Agreement No. 24-193**
  - d. Wolff, Lang, Christopher Architects (WLC) dba PBK Architects dba Edgeland Group **Agreement No. 24-194**
  - e. Moore Iacofano Goltsman, Incorporated **Agreement No. 24-195**

f. Verde Design, Inc. **Agreement No. 24-196**  
(Presenter: Noel Castillo, Director, 387-7906)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Costs associated with the recommended contracts, which shall not exceed \$1,000,000 per contract over the five-year term, will be funded through available revenue sources of the applicable San Bernardino County (County), Board Governed County Service Areas and their Zones (CSA), Bloomington Recreation and Park District (BRPD), and the Big Bear Valley Recreation and Park District (BBVRPD) (collectively "Districts"). As these are all on-call professional management services contracts, the specific projects have not yet been determined. Adequate appropriation for the costs of the services is included in the County and Districts' 2023-24 budgets and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The Department of Public Works – Special Districts (Department) provides engineering and project management services in support of various capital improvement program projects countywide. At times, the Department requires landscape architectural services in support of those projects.

The item seeks Board of Supervisors and Board of Directors approval of contracts with six consultants to provide on-call professional landscape architectural services from March 12, 2024, through March 12, 2029. The recommended contracts will enhance work efficiencies by allowing the Department to obtain required professional services from qualified firms on an on-call and as-needed basis. The landscape architectural services will be provided for the Districts and certain County capital improvement program projects administered by the Department. Workloads and assignments to the on-call contractors will be based on availability, responsiveness, and expertise in areas of particular need. The landscape architectural services include, but are not limited to, preparation of conceptual renderings, construction drawings, and technical direction regarding recreational facilities, roadway medians, and other County facilities. Landscape architects are trained to handle construction matters such as elevation and slope issues, retaining walls, irrigation, drainage, and larger issues such as driveways and parking areas.

**PROCUREMENT**

On November 1, 2023, the Department released a Request for Proposal (RFP) No. SDD-037/SPD124-SPDAD-5171 to solicit proposals for on-call professional landscape architectural services. A total of 17 companies attended the mandatory preproposal conference held on November 9, 2023. Of these, the Department received seven proposals in response to the RFP. Following the evaluation process described in the RFP, a panel of four knowledgeable Department staff reviewed the seven proposals, with one proposal determined to be non-responsive since it was submitted after the deadline. The remaining six companies are being recommended for an on-call professional landscape architectural services contract. No appeal or protest letters were received.

**On-Call Professional Landscape Architectural Services**  
**March 12, 2024**

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Aaron Gest, Deputy County Counsel, 387-5455) on February 15, 2024; Purchasing (Jason Cloninger, Lead Buyer, 387-8258) on February 8, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4052) on February 23, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on February 26, 2024.

**On-Call Professional Landscape Architectural Services**  
**March 12, 2024**


Record of Action of the Board of Directors  
Bloomington Recreation and Park District  
Big Bear Valley Recreation and Park District

Record of Action of the Board of Supervisors  
Board Governed County Service Areas  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: March 12, 2024



cc: PW/SDD - Velasco w/ agrees  
Contractor c/o PW/SDD w/ agree  
File w/ agree  
JLL 03/12/2024