



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/15/2021

ITEM NO: 11

DATE: June 4, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Agreement with W. Jeffrey Heid, Landscape Architect, to Provide Services as Landscape Architecture Consultant to the Town.

RECOMMENDATION:

Authorize the Town Manager to execute an agreement with W. Jeffrey Heid, Landscape Architect, to provide services as Landscape Architecture Consultant to the Town.

BACKGROUND:

In 1992, the Town adopted a Water Efficient Landscape Ordinance (WELO) pursuant to State requirements. As required by the State, landscape plans subject to review under WELO, are required to be reviewed by licensed professionals. In 2011, the Town Council approved a contract with W. Jeffrey Heid to serve as Landscape Architecture Consultant to review landscape plans and to perform the irrigation audits required by the WELO.

The Town distributed a Request for Proposal in April 2021 and received three proposals from Landscape Architecture Consultants. Through the selection process, Mr. Heid was chosen to continue to serve as the Landscape Architecture Consultant for the Town, based on the quality of the proposal, the cost to provide services, and past services provided.

PREPARED BY: Sally Zarnowitz, AIA, LEED AP
Planning Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: Authorize the Town Manager to Execute an Agreement with W. Jeffrey Heid, Landscape Architect, to Provide Services as Landscape Architecture Consultant to the Town.

DATE: June 3, 2021

DISCUSSION:

The Landscape Architecture Consultant serves in a similar capacity to other Town peer review consultants such as architect, arborist, geotechnical, and environmental consultants. Typical Landscape Architecture Consultant tasks include the following:

- Working on special studies or projects, including: preparation of a checklist for required content for landscape plans and irrigation reports for application packets; and
- Evaluating landscape and irrigation plans for development proposals for conformance with the WELO, including review of: landscape water budget components; soil assessment and management; landscape maintenance; identifying recommendations and conditions of approval for landscape water reduction; and project monitoring.

Mr. Heid has been a licensed Landscape Architect in the State of California since 1982, and a certified Landscape Irrigation Auditor since 1987. He has made it a priority to stay current with updates to the WELO, including changes which are forthcoming from the Department of Water Resources, with continuing education. Since 2011, he has performed over 125 landscape plan reviews for the Town and has been providing auditing services for certain projects upon request.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute an agreement (Attachment 1) with W. Jeffrey Heid, Landscape Architect.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and the Finance Department.

FISCAL IMPACT:

The WELO reviews for development proposals are paid for by the project applicant. The typical consultant review deposit for a single-family home is \$2,000.00. The actual cost is based on the scope of work and the consultant's fee schedule (see Attachment 1, Exhibit A). An administrative fee of 10 percent is also charged to reimburse the Town's administration costs.

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ENVIRONMENTAL REVIEW:

This is not a project defined under California Environmental Quality Act (CEQA), and no further action is required.

Attachment:

1. June 30, 2021 Heid Agreement with Exhibit A

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