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PLANNING

**DATE:** September 21, 2016

**TO:** Sue Schwartz, FAICP  
Director

**FROM:** Stefan-leih Geary  
Preservation Planner

**SUBJECT:** Aycock Municipal Service District Landscaping Contract Recommendation

The Aycock Municipal Service District (MSD) proposes to award a contract for landscaping services in public right-of-way areas throughout the district. The work aligns with the neighborhood's Strategic Plan, adopted by City Council on June 7, 2016, under the goal of *Enhance Neighborhood Gateways: Maintain/restore existing landscaping areas and install new areas at gateway points throughout the neighborhood.*

The project involves 3 existing landscape areas in the neighborhood and one area for new landscape installation (see attached map). A Request for Proposals (RFP) package was sent out on July 18, 2016 to over 40 vendors including contacts provided by the City's M/WBE office. A voluntary site visit opportunity was provided on August 4, 2016. As a result of the site visit, an addendum and Questions and Answers sheet were provided and the deadline for submittals was adjusted. Three submittals were received and reviewed by a committee of City Staff and neighborhood representatives. In August, the Historic Aycock Neighborhood Association reviewed the recommendation and recommended approval of the contract within the terms provided.

The proposal submitted by New Earth Designs, Inc. is recommended for selection based on best value. The review committee considered qualifications, experience, equipment, scheduling, M/WBE and price in consideration of the best value. A not to exceed contract for \$75,000 for two years is recommended. The project will be funded from the Aycock Municipal Service District budget account: 210200101.5422.

As part of the MSD approval process a Public Hearing will be held before the Historic Preservation Commission on Wednesday September 28, 2016.

SLG  
Attachment

cc: David Horth, Aycock Neighborhood President