



## Committee Meeting

Meeting Date: February 28, 2023

Augusta's Grounds and Landscape Improvements and Maintenance – Augusta Engineering

RFP 22-301

File Reference: 23-014 (A)

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| <b>Department:</b>       | Engineering & Environmental Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Presenter:</b>        | Hameed Malik, Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Caption:</b>          | Approve Award of “Augusta’s Grounds and Landscaped Improvements Maintenance” Contract to Augusta Quality LLC for Groups 1, 2 and 3 - Attached EXHIBIT A Contract Services, subject to receipt of signed contract and proper insurance documents. The Contract is effective 1/1/2023 for four years with an option to renew for two additional one-year terms. Also, approve \$330,000/year to fund these contracted services. Requested by Engineering. RFP 22-301                                                                                                                                                                                                                                                                                                                                                       |
| <b>Background:</b>       | <p>Contract services are integral part of Augusta Engineering Services Program delivery. Augusta Engineering is utilizing contract services since 2019 to manage and maintain highly visible and entryways right-of-way landscaped areas under its storm water services program. This contract will be the continuity of existing services under the 2019 contract as it ends soon. Supplementing Augusta Engineering maintenance resources with contract services such as landscaped area upkeep &amp; maintenance is a practical approach to complete and sustain much needed maintenance services in a cost effective and timely manner. Such services are essential to minimizing public safety risk and associated potential hazard liabilities, enhancing surrounding aesthetic and improving quality of life.</p> |
| <b>Analysis:</b>         | <p>An RFP was issued through the Procurement Department. Proposals were received on November 28, 2022. 4 vendors responded with 2 being deemed non-compliant. Augusta Quality LLC and Pond Maintenance of Augusta were the two firms that were evaluated. Firms were evaluated based on qualifications, relevant experience, and ability to provide requested services. Fee schedule and landscaped areas list is attached as EXHIBIT A.</p> <p>The award is only for Groups 1, 2 and 3 for the Engineering Department. Group 4 is still under evaluation pending funding availability and will be presented for award once funding is available.</p>                                                                                                                                                                    |
| <b>Financial Impact:</b> | Funds are available in Stormwater Utility funds in amount of \$330,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Alternatives:** Do not approve and find in-house forces to keep up with needed maintenance work.

**Recommendation:** Approve Award of “Augusta’s Grounds and Landscaped Improvements Maintenance” Contract to Augusta Quality LLC for Groups 1, 2 and 3 - Attached EXHIBIT A Contract Services, subject to receipt of signed contract and proper insurance documents. The Contract is effective 1/1/2023 for four years with an option to renew for two additional one-year terms. Also, approve \$330,000/year to fund these contracted services. Requested by Engineering. RFP 22-301

**Funds are available in the following accounts:** (\$330,000) 581-044320-52.11120 - Stormwater Funds

**REVIEWED AND APPROVED BY:** HM/SR