



STAFF REPORT
6/24/2026

TO: Honorable Mayor and City Council Members

FROM: Gustavo Romo, City Manager

PREPARED BY: Andrew Simmons, P.E., Public Works Director/City Engineer

SUBJECT: Maintenance Services Agreement with Vintage Associates, Inc. in the amount of \$157,500 for Landscape Maintenance Services of Rancho Las Flores Park Project No. PW 2026-01.

STAFF RECOMMENDATION:

Authorize City Manager to execute a Maintenance Services Agreement with Vintage Associates, Inc. in the amount of \$157,500 for Landscape Maintenance Services of Rancho Las Flores Park Project No. PW 2026-01, subject to reasonable and acceptable minor modifications as approval to form by City Attorney.

EXECUTIVE SUMMARY:

The City published a Request for Proposals (“RFP”) for Landscape Maintenance Services for Rancho Las Flores Park in April 2026. This RFP closed on May 28, 2026 and the City received Nine proposals. Of the proposals that were received, Four proposals were responsive and evaluated based on the criteria described below. As included in the RFP, the selection criteria used to identify the most qualified Proposer was based upon the highest scoring proposer; scoring was completed based upon a three-member staff selection panel. Each panelist member scored all responsive proposals received per the evaluation criteria established in the RFP:

1. Contractor Information (Including References)
 - 20 Points
2. Proposed Project Work Schedules
 - 25 Points
3. Proposed Facilities, Equipment, Materials, and Staffing Schedule
 - 20 Points
4. Communications, Traffic Safety, and Green Waste
 - 5 Points
5. Cost Proposal
 - 25 Points
6. Completeness, Thoroughness, Clarity, and Neatness of Proposal
 - 5 Points

Based upon these selection criteria, the top ranked proposer selected was Vintage Associates, Inc. The scores for each proposer are reflected below:

Scores	<u>1</u>	<u>2</u>	<u>3</u>		<u>Average</u>
Vintage Associates	92	91	84		89.0
Kirkpatrick Landscaping Services, Inc.	85	70	75		76.7
Southwest Landscape & Maintenance	90	80	77		82.3
Mariposa Landscapes Inc.	85	58	60		67.7

Staff recommends award of the landscape maintenance agreement in an amount not to exceed \$157,500 (two-year term) to Vintage Associates, Inc.; the recommended award amount is the two-year contract amount of \$126,000 plus a 25% contingency to allow for plant replacement and rehabilitation as needed throughout the agreement term. The term for the proposed agreement is from July 1, 2026 – June 30, 2028.

FISCAL IMPACT:

No fiscal impact. The maintenance services have been included in the FY 26/27 budget.

ATTACHMENTS:

1. Maintenance Service Agreement
2. Vintage Associates Proposal