



STAFF REPORT
2/24/2021

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Reject a Bid Protest from Urban Habitat Landscape Contractors and award a maintenance services agreement to Conserve Landcare Inc. for Landscape Maintenance Services for Landscape Lighting and Maintenance Districts 1-38 Project No. 010621.

STAFF RECOMMENDATION:

Reject a Bid Protest from Urban Habitat Landscape Contractors (“Urban Habitat”) and award a maintenance services agreement to Conserve Landcare Inc. for Landscape Maintenance Services for Landscape Lighting and Maintenance Districts 1-38 Project No. 010621.

EXECUTIVE SUMMARY:

The City published a Request for Proposals (“RFP”) for Landscape Maintenance Services for Landscape Lighting and Maintenance Districts 1-38. This RFP closed on February 9, 2021 and the City received four responses. As included in the RFP, selection criteria for recommended award is based on a two part process. First, a three-member staff selection panel reviews and evaluates proposals based on: contractor information (including references); proposed monthly and annual project work schedules; proposed facilities, equipment, and staff schedule; communications, traffic safety, and greenwaste recycling; and completeness, thoroughness, and neatness of submittal. From this, each proposal is given an aggregate score from the three-member staff selection panel. Second, the staff selection panel reviews the submitted compensation amounts for each proposal and selects a firm whose demonstrated competence, comprehension of the scope of work, and reasonableness of price for quality of services make it the top-ranked proposer. Based upon this selection criteria, the top ranked proposer selected is Conserve Landscape Inc.

Staff received a bid protest from Urban Habitat and it is attached to this report. The bid protest was reviewed by City staff in consultation with the City Attorney’s office, determined it to be meritless, and City staff notified Urban Habitat in writing on February 18, 2021 of its intent to recommend rejection of the bid protest to the City Council. The bid protest alleged that two of the proposals were nonresponsive and therefore should not be considered. City staff recommends

the bid protest from Urban Habitat be rejected as meritless because the proposals were responsive as explained further in the response letter to the bid protest, attached to this report.

Staff recommends award of the RFP and corresponding landscape maintenance agreement in an amount not to exceed \$1,186,800 (two-year term); the recommended award amount is the two-year contract amount of \$516,000 plus a 15% contingency to allow for plant replacement and rehabilitation as needed throughout the agreement term. The agreement, as identified in the RFP, will have a two-year term and allows for one additional one-year term. The term for the proposed agreement is from March 8, 2021 – March 7, 2023.

The two-year contract term bid amounts provided by each firm to perform the landscape maintenance for this project are listed below. The proposals received were scored per the criteria noted in the RFP (contractor information, proposed work schedule, proposed staffing, communications, completeness) and the scores received by each RFP respondent are listed below.

1. Conserve Landcare
 - a. Total Term Amount - \$516,000.00 (annual cost)
 - b. Total Score – 281 (maximum score of 300)
2. Kirkpatrick Landscaping Services, Inc
 - a. Total Term Amount - \$ 585,012.00 (annual cost)
 - b. Total Score – 240 (maximum score of 300)
3. Mariposa Landscapes, Inc
 - a. Total Term Amount - \$ 655,428.00 (annual cost)
 - b. Total Score – 267 (maximum score of 300)
4. Urban Habitat
 - a. Total Term Amount - \$ 597,924.00 (annual cost)
 - b. Total Score – 227 (maximum score of 300)

The scope of work identified in the bid document included the following:

Mowing and Edging		1x &/or 2x				
Litter Removal	X					
Weed Control			X			
Minor Tree Pruning				X		
Ground Cover Edge/Trim			X			
Shrub Trimming			X			
DG & Wood Chip Raking			X			
Parkway Area Main.			X			
Overseeding (triple blend)						2x

Fertilization Application					X	
Herbicide Application					X	
Irrigation Systems Main./Scheduling		1x &/or 2x				
Pest Control				X		
Hardscape Surfaces		X				
	Daily	Weekly	BiWeekly	Monthly	Quarterly	Annually

FISCAL IMPACT:

The recommended action will not have a negative impact on the budget. The award amount is allocated in the recommended Fiscal Year 2020/2021 LLMD Budget.

Attachments:

- Bid Protest
- Bid Protest Response
- Proposed Agreement