



STAFF REPORT
5/26/2021

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Award maintenance services agreement to Conserve Landcare LLC for Landscape Maintenance Services for Landscape Lighting and Maintenance Districts 1-38 Project No. 032921.

STAFF RECOMMENDATION:

Award a maintenance services agreement to Conserve Landcare LLC for Landscape Maintenance Services for Landscape Lighting and Maintenance Districts 1-38 Project No. 032921.

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 April 20, 2021 and the City received five responses. 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 proposals received per the evaluation criteria established in the RFP:

- Contractor Information (Including References) – 25 Points
- Proposed Project Work Schedules – 25 Points
- Proposed Facilities, Equipment, Materials, and Staffing Schedule – 25 Points
- Cost Proposal – 20 Points
- Completeness, Thoroughness, Clarity, and Neatness of Proposal – 5 Points

Based upon these selection criteria, the top ranked proposer selected was Conserve Landscape LLC. The scores and service amounts submitted by each proposer are reflected below:

Scores	<u>1</u>	<u>2</u>	<u>3</u>	<u>Totals</u>
Conserve Landcare	85	94	93	272
Excel Landscape	69	79	82	230
Kirkpatrick Landscaping	53	71	71	195
Mariposa Landscape	64	72	70	206
Urban Habitat	63	72	69	204

<u>Prices for Services</u>	<u>Option 1 Annual (Weekly)</u>
Conserve Landcare	\$ 516,000.00
Excel Landscape	\$ 731,820.00
Kirkpatrick Landscaping	\$ 659,400.00
Mariposa Landscape	\$ 612,852.00
Urban Habitat	\$ 523,296.24

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. The term for the proposed agreement is from June 1, 2021 – May 31, 2023.

FISCAL IMPACT:

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

Attachments:

Proposed Agreement