



STAFF REPORT
7/13/2022

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Award maintenance services agreement to Vintage Associates Inc. for Landscape Maintenance Services for Rancho Las Flores Park Project No. 052022.

STAFF RECOMMENDATION:

Award a maintenance services agreement to Vintage Associates Inc. for Landscape Maintenance Services for Rancho Las Flores Park Project No. 052022.

EXECUTIVE SUMMARY:

The City published a Request for Proposals (“RFP”) for Landscape Maintenance Services for Rancho Las Flores Park. This RFP closed on June 13, 2022 and the City received two 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 (total points 100):

- Contractor Information (Including References) – 20 Points
- Proposed Project Work Schedules – 25 Points
- Proposed Facilities, Equipment, Materials, and Staffing Schedule – 20 Points
- Communications, Traffic Safety, Green waste – 5 Points
- Cost Proposal – 25 Points
- 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 and service amounts submitted by each proposer are listed below:

Scores	<u>1</u>	<u>2</u>	<u>3</u>	<u>-</u>	Totals
					(Max is 300)
Kirkpatrick Landscaping	85	85	80		250
Vintage Associates	89	85	84		258

Prices for Services	Annual Amounts
Kirkpatrick Landscaping	\$ 69,600.00
Vintage Associates	\$ 62,964.00

Staff recommends award of the RFP and corresponding landscape maintenance agreement in an amount not to exceed \$157,410 (two-year term); the recommended award amount is the two-year contract amount of \$125,928 plus a 25% contingency to allow for plant/turf replacement and overseeding 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 July 15, 2022 – July 14, 2024.

FISCAL IMPACT:

The recommended action is included in the City’s annual budget and will not have an additional fiscal impact.

Attachments:

Proposed Agreement