



STAFF REPORT
6/28/2023

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 1-40 Project No. 042623, in the amount not to exceed \$1,821,075.

STAFF RECOMMENDATION:

Award maintenance services agreement to Conserve Landcare LLC for Landscape Maintenance Services for Landscape Lighting and Maintenance Districts 1-40 Project No. 042623, in the amount not to exceed \$1,821,075.

EXECUTIVE SUMMARY:

The City published a Request for Proposals (“RFP”) for Landscape Maintenance Services for Landscape Lighting and Maintenance Districts 1-40. This RFP closed on May 30, 2023 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>	Totals
Conserve Landcare	85	85	83	253
Excel Landscape	54	58	49	161
Mariposa Landscape	76	80	79	235
Priority Services	54	57	39	150
Vintage Landscape	71	78	66	215

Prices for Services	Annual – 1 year
Conserve Landcare	\$ 728,430.00
Excel Landscape	\$ 854,640.00
Mariposa Landscape	\$ 685,452.00
Priority Services	\$ 1,029,000.00
Vintage Landscape	\$ 597,600.00

Staff recommends award of the RFP and corresponding landscape maintenance agreement in an amount not to exceed \$1,821,075 (two-year term); the recommended award amount is the two-year contract amount of \$1,456,860 plus a 25% 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 July 1, 2023 – June 30, 2025.

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