



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-126
December 9, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-126: Amendment to Landscape Maintenance Agreements for Snoqualmie Parkway and Other ROW's, Mini-Parks, and Facilities	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Approve Amendments to Landscape Maintenance Agreements with AtWork Commercial Enterprises, LLC for Snoqualmie Parkway & Other ROW's, Mini Parks, and Facilities, and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	11/26/2024
	Finance	Janna Walker	11/26/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Parks & Public Works		
STAFF:	Andrew Vining, Project Engineer		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: December 3, 2024	
EXHIBITS:	1. Bid Results 2. Contract Addenda 3. Contract Amendment 1: Snoqualmie Parkway & Other ROWs 4. Contract Amendment 1: Mini-Parks 5. Contract Amendment 1: Facilities		

AMOUNT OF EXPENDITURE	\$ 537,403
AMOUNT BUDGETED	\$ 7,026,426
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

AtWork Commercial Enterprises, LLC (AtWork) is contracted with the City to perform landscape services during the years 2022 thru 2024 for the Snoqualmie Parkway & Other Right-of-Way's, Mini-Parks, and Facilities under three separate agreements. These agreements will expire on December 31, 2024. This agenda bill seeks to amend all three agreements to extend services thru the year 2025 and increase the scope of services provided along the Snoqualmie Parkway & Other Right-of-Way's, and Mini-Parks.

LEGISLATIVE HISTORY

Three separate agreements for landscape services for the years 2022 thru 2024 were approved on January 10, 2022, under Agenda Bill AB22-001.

BACKGROUND

To garner more competition and receive better pricing, Parks & Public Works split the 2022 – 2024 Landscape Maintenance Services into three separate contracts, one for [Snoqualmie Parkway and Other ROW’s](#), one for [Mini Parks](#), and one for [Facilities](#) . On December 13, 2021, the City received and opened bids for the three Landscape Maintenance Agreements. Three companies submitted bids for each of the three agreements. For all three agreements, AtWork was the lowest bidder as shown in Exhibit 1 (Bid Results).

During the 2022-2024 contract period City staff identified locations to be added to the contracted landscape service agreements. These additions include areas located downtown, along Center Street, sidewalk connectors on Snoqualmie Ridge, at Fairway and Borden Parks, and at the Elderberry Open-Space as detailed in Exhibit 2 (Contract Addenda).

All three agreements expire on December 31, 2024 (“Initial Term”). As provided in Section 7.A. of the agreement at the City’s option, the agreements may be extended for up to two (2) one-year terms. Compensation for the renewal terms shall be the amount paid per month for the last twelve (12) months of Initial Term plus an increase equal to the annual increase in the Consumer Price Index for Seattle-Bremerton for each year of the renewal term.

The 2024 Consumer Price Index for Seattle-Bremerton is 4.3 percent. In addition, the cost for landscape services at locations described in Exhibit 2 contract addenda are summarized as \$13,710 for the Snoqualmie Parkway & other ROW’s and \$14,465 for Mini Park’s.

The 2025 amendment services are proposed below:

	2024 Charge (A)	4.3% CPI Addition (B)	Expanded Scope Additions (C)	New Contract Amount (A + B + C)
Snoqualmie Parkway & Other ROW's	\$ 243,697	\$ 10,479	\$ 13,710	\$ 267,886
Mini-Parks	\$ 209,959	\$ 9,028	\$ 14,465	\$ 233,452
Facilities	\$ 34,578	\$ 1,487	\$ -	\$ 36,065
Totals	\$ 488,234	\$ 20,994	\$ 28,175	\$ 537,403

ANALYSIS

During the year 2021 Parks and Public Works restructured the landscape maintenance contract to receive better pricing and increase contractor accountability. As described in AB22-001 AtWork was the overall lowest bidder for the services by a margin of \$244,101, or approximately 15 percent. In addition, AtWork was the only contractor to provide equal pricing for the years 2022, 2023, and 2024- as opposed to tiered pricing to reflect inflation. Based on analysis of the 2021 bid results and 2024 AtWork pricing City staff do not anticipate cost savings by re-bidding the landscape maintenance services.

Parks and Public Works recommends City Council amend the three Landscape Maintenance Agreements for AtWork to provide services during 2025 and maintain additional locations.

BUDGET IMPACTS

Administration recommends approving the proposed amendments to the AtWork contract totaling \$537,403 for 2025 landscaping services. These expenditures were incorporated within the 2025-26 Biennial Budget in

three separate funds, including Parks and Streets Maintenance (General Fund #001), the Stormwater Utility Fund (#403), and the Facilities Maintenance Fund (#510), with their respective budget for services shown below. Currently, \$32,836 in outstanding contract value exists for these funds, as shown below or on the following page. With the addition of the AtWork contract, the remaining biennial budget appropriation is \$3,116,806 within Parks & Streets Maintenance (#001), \$2,412,739 within Stormwater (#403), and \$926,642 within Facilities Maintenance (#510). Therefore, sufficient appropriation exists within the 2025-2026 Biennial Budget to fund the contract.

Various Funds - Services

2025-2026 Biennial Budget	Parks & Streets Maintenance (#001)	Stormwater (#403)	Facilities Maintenance (#510)	Combined
Beginning Budget	\$ 3,484,201	\$ 2,546,682	\$ 995,543	\$ 7,026,426
Expenditures	\$ -	\$ -	\$ -	\$ -
Outstanding Contract Value	\$ -	\$ -	\$ (32,836)	\$ (32,836)
Current Available Budget	\$ 3,484,201	\$ 2,546,682	\$ 962,707	\$ 6,993,590
Value of these Contracts (AB24-126)	\$ (367,395)	\$ (133,943)	\$ (36,065)	\$ (537,403)
Available Budget after Contract	\$ 3,116,806	\$ 2,412,739	\$ 926,642	\$ 6,456,187

PROPOSED ACTION

MOVE TO:

- 1) Approve Amendment 1 to the Snoqualmie Parkway & Other ROW’s Landscape Maintenance Agreement with AtWork Commercial Enterprises, LLC. in the amount of \$267,886 for and authorize the Mayor to sign.
- 2) Approve Amendment 1 to the Mini-Parks Landscape Maintenance Agreement with AtWork Commercial Enterprises, LLC. in the amount of \$233,452 for and authorize the Mayor to sign.
- 3) Approve Amendment 1 to the Facilities Landscape Maintenance Agreement with AtWork Commercial Enterprises, LLC. in the amount of \$36,065 for and authorize the Mayor to sign.