



## Legislation Text

---

**File #:** 23-410, **Version:** 1

---

Adopt a Resolution to Approve and Authorize the City Manager to Execute a Non-Professional Services Agreement with BrightView Landscape Services, Inc. for City Facility Landscape Maintenance for a Term of 5 years with Two (2) One-Year Extension Options for a Cumulative 5-year Total Not to Exceed \$1,364,674.19

### **COUNCIL PRIORITY**

- Infrastructure

### **SUMMARY**

The Public Works Department issued an RFP on May 24, 2023 for citywide median maintenance and City facility landscape maintenance. Six vendors submitted proposals and, of those, BrightView Landscape Services, Inc. was selected to provide services for 5 years at a total cost of \$1,364,674.19

### **RECOMMENDATIONS**

Staff recommends that the City Council approve and authorize the City Manager to execute a Non-Professional Services Agreement with Brightview Landscape Services, Inc. to provide monthly landscape maintenance services at City facilities.

### **BACKGROUND**

On May 24, 2023, the Public Works Department issued Request for Proposals (RFP) #60668 for street median landscape maintenance and City facility landscape maintenance. While this was one RFP with the same technical specifications and scope of work [landscaping], the RFP was structured into the two separate areas to allow for separate pricing and the ability to issue two agreements.

Requested services: Landscape maintenance of plant material in medians, landscape strips, city facilities; weed abatement; turf maintenance; tree maintenance; irrigation maintenance and minor repairs; trash removal and debris collection and removal including related disposal fees.

The landscaping in these facilities is included in the City facility landscape maintenance agreements: City Hall/Civic Center complex, 4 Libraries, 5 Fire Stations, Senior Center, Shoreline Area maintenance, Community Centers, Heron Bay, Casa Peralta/Museum, Farrelly Pool, Downtown Parking Garage, Comcast Building.

Six firms submitted proposals and were deemed responsive to the RFP. After review by a committee of internal staff, the six proposals were ranked according to the following criteria: Proposal Submission - quality and completeness of proposal and adherence to the requirements; Qualifications; Experience of Key Management Staff; Experience of Staff; Operations Plan and

Technical Proposals; Transition Plan; Proposed Methodology; Quality Control Measures; Financial Condition; Cost Proposal.

An informational meeting was held on June 20, 2023 with prospective contractors. The four highest scoring proposals/contractors were invited to an interview with City staff held on August 10, 2023. After the interviews, staff invited an additional firm to an interview and that was held on August 14, 2023. The purpose of the interviews was to discuss the content of the proposals submitted against the requirements of the RFP and review any clarifications.

The most qualified company was Brightview based on its proposal, pricing, interview, and references. City staff negotiated with BrightView to finalize the proposed agreement.

### **Analysis**

If authorized, the contractor will provide service effective December 1, 2023 through June 30, 2025 for the monthly bid price of \$18,761.25. Annual adjustments for cost increases were made a part of the pricing proposals to lock in agreed upon increases over the 5 years of the agreement, and to be able to compare pricing based on the 5-year total. The following adjustments are a part of the pricing:

|                              |      |
|------------------------------|------|
| July 1, 2025 - June 30, 2026 | 3.2% |
| July 1, 2026 - June 30, 2027 | 3.2% |
| July 1, 2027 - June 30, 2028 | 3.2% |
| July 1, 2028 - June 30, 2029 | 3.2% |

The contract will extend through June 30, 2029, with the option for the City to extend the contract annually for two additional one-year terms by contract amendment.

Because of the length of the agreement term (5 years) and uncertainties as to additional areas and/or services that the City may request during those five years, a contingency amount of 2.5% is also included in the not-to-exceed amount. The contingency would only be executed if; a) authorized in writing by City staff; b) there is available funding in the operating budget; and c) issuance of a purchase order to cover that amount. This provides flexibility for staff and eliminates the need to amend the contract over the 5-year term of the agreement.

### **Fiscal Impacts**

The Non-Professional Services Agreement will cost \$134,611.97 for fiscal year 2023-2024 and \$230,763.38 for fiscal year 2024-2025. The service is included in the Council approved budget for both fiscal years in the following funds: General Fund (010), Shoreline Enterprise Fund (597), and Heron Bay Fund (147). There is sufficient funding in accounts 147-42-142-5340 and 597-57-003-5340 for those portions of the contract. There is a shortfall in account 010-62-001-5340. Staff has requested and is awaiting approval of carryover funds for landscape maintenance services from the Fiscal Year 2022-2023 budget. A portion of those funds, approximately \$45,000, would fund the shortfall in the account.

Anticipated costs for the full 5-year contract with adjustments and the 2.5% contingency are as follows:

|              | <u>Base Price + Adjustment</u> | <u>Contingency</u> | <u>Total</u>   |
|--------------|--------------------------------|--------------------|----------------|
| FY 2023-2024 | \$131,328.75                   | \$3,283.22         | \$134,611.97   |
| FY 2024-2025 | \$225,135.00                   | \$5,628.38         | \$230,763.38   |
| FY 2025-2026 | \$232,339.32                   | \$5,808.48         | \$238,147.80   |
| FY 2026-2027 | \$239,774.18                   | \$5,994.35         | \$245,768.53   |
| FY 2027-2028 | \$247,446.95                   | \$6,186.17         | \$253,633.13   |
| FY 2028-2029 | \$255,365.25                   | \$6,384.13         | \$261,749.38   |
| Total        |                                |                    | \$1,364,674.19 |

## ATTACHMENTS

- **Attachment A:** Resolution for City Facility Landscape Maintenance with BrightView
- **Attachment B:** Scope of Services and Technical Specifications
- **Attachment C:** Compensation and Pricing

**PREPARED BY:** Karen McNamara, Interim Assistant Public Works Director, Public Works Department