



Legislation Text

File #: 23-409, **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 Park Turf Maintenance for a Term of 5 years with two (2) one-year extension options for a cumulative 5-year total Not to Exceed \$1,286,315.42

COUNCIL PRIORITY

- Infrastructure

SUMMARY

The Public Works Department issued an RFP on June 30, 2023 for turf maintenance services at City parks and sports fields. Six vendors submitted proposals and, of those, BrightView Landscape Services, Inc. was selected to provide services for 5 years at a total cost of \$1,286,315.42.

RECOMMENDATIONS

Staff recommends that the City Council authorize the City Manager to execute a Non-Professional Services Agreement with Brightview, Inc. to provide monthly turf maintenance services at City parks and sports fields.

BACKGROUND

On June 30, 2023, the Public Works Department issued Request for Proposal (RFP) #60988 for park turf maintenance and park area weed abatement. Services include mowing at all City park sites, ball field sites, and other turf locations adjacent to parks, edging, weed abatement and other services - dethatching, aeration, and fertilization - based on set frequencies determined by the City. Unit pricing is also included for extra work that the City may request.

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 July 11, 2023 with prospective contractors. The three highest scoring proposals/contractors were invited to an interview with City staff held on August 3, 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 \$17,884.65. 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	2.3%
July 1, 2026 - June 30, 2027	2.5%
July 1, 2027 - June 30, 2028	3.0%
July 1, 2028 - June 30, 2029	3.0%

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-no-exceed amount. The contingency would 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 \$128,322.36 for fiscal year 2023-2024 and \$219,981.20 for fiscal year 2024-2025. The service is included in the Council approved budget for both fiscal years and there is sufficient funding in account 010-62-001-5340.

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	\$125,192.55	\$3,129.81	\$128,322.36
FY 2024-2025	\$214,615.80	\$5,365.40	\$219,981.20
FY 2025-2026	\$219,552.00	\$5,488.80	\$225,040.80
FY 2026-2027	\$225,040.80	\$5,626.02	\$230,666.82
FY 2027-2028	\$231,792.02	\$5,794.80	\$237,586.82
FY 2028-2029	\$238,745.78	\$5,968.64	\$244,717.42
Total			\$1,286,315.42

ATTACHMENTS

- **Attachment A:** Resolution for Turf Mowing Services 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