



*City of Arts & Innovation*

# City Council Memorandum

*City of Arts & Innovation*

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 12, 2018**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: ALL**

**SUBJECT: REQUEST FOR PROPOSALS NO. 1705 – FOR LANDSCAPE MAINTENANCE AGREEMENT WITH PACIFIC COAST LANDSCAPE AND DESIGN, INC, OF RIVERSIDE, CALIFORNIA, FOR LANDSCAPE AND GENERAL OUTSIDE MAINTENANCE SERVICES IN THE AMOUNT OF \$107,500 THROUGH JUNE 30, 2020**

## **ISSUE:**

Approve a Landscape Maintenance Agreement with Pacific Coast Landscape and Design, Inc. to provide landscape and general outside maintenance services in the amount of \$107,500 through June 30, 2020.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve an Agreement for Landscape Maintenance Services with Pacific Coast Landscape and Design, Inc., of Riverside, CA to provide landscape services, for a term through June 30, 2020, in the amount of \$107,500; and
2. Authorize the City Manager or his designee to execute the agreement with Pacific Coast Landscape and Design, Inc., including making any minor non-substantive changes.

## **BACKGROUND:**

The City of Riverside Public Works Department, Wastewater Division, is responsible for the collection and treatment of wastewater for over 93,000 customers within city limits. The facilities consist of over 800 miles of gravity sewers, 19 wastewater lift stations, and Riverside Regional Water Quality Control Plant (RWQCP) which has the capacity to treat 46 million gallons per day. Additionally, the RWQCP provides wastewater treatment for the Edgemont, Jurupa, and Rubidoux Community Service Districts and the unincorporated community of Highgrove.

On July 6, 2017, RFP No. 1705 was issued on the City's Purchasing Bid System to provide landscape service at the RWQCP. On July 24, 2017, two proposals were received and Pacific Coast Landscape and Design, Inc (PCL) was selected based on the evaluation criteria set forth in the RFP. Representatives from the General Services and Public Works Departments participated on the review panel. The City and Contractor's agreement for fiscal year 2017/18

was for \$22,000, as memorialized in Purchase Order number 180876. The RFP provided for an option to extend the term of the agreement for up to two years. As a result, the City and PCL have agreed to extend the services for an additional two years for a contract price not to exceed \$107,500, for a three-year total of \$129,500.

### **DISCUSSION:**

Due to the Phase I Plant Expansion and Rehabilitation Project completion, the landscape area requiring maintenance has increased substantially throughout the facility. This includes the grounds around the Administration building, maintenance towers, employee parking lot, engineering project management facilities building, cogeneration facility, plant entrance, area along Acorn Street, two walking parks east of the maintenance scheduling building, and various other areas of landscape located within the plant.

PCL is currently performing the landscaping tasks which include: turf maintenance, irrigation, fertilization, chemical application, weed control, shrub maintenance, ground cover, tree care, litter and debris removal, and hard scape maintenance. Staff is currently working with an engineering firm to upgrade and develop the entire south fence line of the facility and the hillside that parallels the Activated Process System with a dry scape to minimize the erosion. Once landscape design is approved and completed, these areas will be added to the contractor's scope of work.

PCL has been performing the landscape services to our satisfaction and the RWQCP would like to exercise the option to extend the services with an agreement through June 30, 2020.

The Purchasing Manager concurs that the recommended action to award complies with Purchasing Resolution 23256.

### **FISCAL IMPACT:**

The total fiscal impact of the action is \$129,500. Funds are available in the Maint/Repair of Bldgs & Improv account number 4125400-424130. Appropriations for future fiscal years is included in the Department's Budget submissions for those fiscal years.

Prepared by: Kris Martinez, Public Works Director

Certified as to

availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer

Approved by: Al Zelinka, FAICP, City Manager

Approved as to form: Gary G. Geuss, City Attorney

Attachment: Agreement for Landscape Maintenance Services with Pacific Coast Landscape and Design, Inc.