



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 18, 2024**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: FIFTH AMENDMENT TO AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES WITH INLAND EMPIRE LANDSCAPE, INC., TO INCREASE THE CHANGE ORDER AUTHORITY FROM CURRENT 10% TO 20% IN THE AMOUNT OF \$163,737 INCREASING THE TOTAL CONTRACTED AMOUNT TO \$982,426.06 FOR NEIGHBORHOOD PARKS FOR SERVICES THROUGH DECEMBER 31, 2024

ISSUE:

Approve the Fifth Amendment to Agreement for Landscape Maintenance Services with Inland Empire Landscape, Inc., of San Bernardino, California, to increase the current change order authority from 10% to 20% in the amount of \$163,737 increasing the total contracted amount to \$982,426.06 for Neighborhood Parks Maintenance Services through December 31, 2024.

RECOMMENDATIONS:

That the City Council:

1. Approve the Fifth Amendment to Agreement for Landscape Maintenance Services in City Neighborhood Parks current amendment with Inland Empire Landscape, Inc. to increase the change order authority from 10% to 20% in the amount \$163,737 for a total contract amount of \$982,426.06 for the period of January 1, 2024 to December 31, 2024; and
2. Authorize the City Manager, or his designee, to execute the Fifth Amendment to the Agreement for Landscape Maintenance Services in Neighborhood Parks with Inland Empire Landscape Inc., including making minor and non-substantive changes.

BACKGROUND:

On September 13, 2018, Parks, Recreation and Community Services Department (PRCSD) issued Request for Proposals (RFP) No. 1863, seeking new contractors for annual landscape maintenance services in City Neighborhood Parks. Six companies attended the non-mandatory proposer’s conference on September 19, 2018, and the City received seven proposals. The proposals were reviewed by the Purchasing Division staff and determined to be responsive.

On April 2, 2019, the City Council approved the agreement with Inland Empire Landscape, Inc. for landscape maintenance services at neighborhood parks for the term of April 2, 2019, through December 31, 2019.

On January 8, 2020, the City of Riverside entered into the first amendment to the agreement with Inland Empire Landscape, Inc. for the term of January 1, 2020, through December 31, 2021.

On December 14, 2021, the City of Riverside entered into the second amendment to the agreement with Inland Empire Landscape, Inc. for the term of January 1, 2022, through December 31, 2022.

On February 7, 2023, City Council approved the third amendment with Inland Empire Landscape Inc, to expand the scope of services to include sports parks' locations for the term of January 1, 2023, through June 30, 2023, while a Request for Proposal was being conducted.

On December 19, 2023, City Council approved the fourth amendment to the agreement extending the term for an additional year utilizing a Purchasing exception in order to continue landscape services uninterrupted while formatting and running a new formal procurement for the services.

DISCUSSION:

All proposals of the City of Riverside RFP No. 1863 were evaluated by a selection committee comprised of PRCSD, Public Works, and Purchasing Division staff for format and content, including qualifications, experience and equipment. Pricing remained confidential so that the selection committee would evaluate each proposer based on their qualifications and experience. The seven proposers were invited to interview and make a formal presentation before the selection committee, and five accepted the invitation and participated in this process. Following the presentations and interviews, pricing was disclosed to the selection committee and factored into the overall rating for each proposer.

Contract negotiations were undertaken with the top three ranked proposers and Inland Empire Landscape Inc. met the Department’s terms and allocated budget for the contract. Under the agreement, Inland Empire Landscape, Inc., provides landscape maintenance services at 27 City neighborhood parks, seven days per week described in the following table.

Park Name	Ward	Park Name	Ward
Arlington Park	5	North Park	2
Bergamont Park	4	Rancho Loma Park	7
Castleview Park	4	Riverwalk	7
Collett Park	6	Rutland Park	7
Dario Vasquez Park	2	Springbrook Clubhouse	1
Doty-Trust Park	7	Swanson Park	3
Harrison Park	5	Sycamore Highlands Park (parking lot and nature center only)	2
Highland Park	2	Sycamore Highlands Park	2
Islander Park	2	Taft Park	4
Kensington Park	2	Thundersky Park	4
Lincoln Park	2	Washington Park	4
Low Park	3	White Park	1
Martha Mclean-Anza Narrows Park	1		

Mtn. View Park	3	
Myra Linn Park	6	

In addition to routine monthly landscaping services, the vendor often performs additional incidental requests included in the scope of work, but outside of routine monthly landscaping services. Incidental items are for irrigation repair, graffiti maintenance and other small repairs and are individually itemized on the vendor invoice. The Department is requesting to enact change order authority to increase the total contracted amount to cover current and future incidental requests.

Utilizing Purchasing Resolution No. 24101, Section 1104(c), “Unless otherwise specifically authorized by the awarding entity, change orders which cumulatively exceed the following will require Awarding Entity approval: 10% of the original contract prices for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will exceed \$150,000.”

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution No. 24101, Section 1104(c).

STRATEGIC PLAN ALIGNMENT:

The work contributes to **Strategic Priority 1 – Arts, Culture and Recreation**, which aims to provide diverse community experiences and personal enrichment opportunities for people of all ages.

The agreement with Inland Empire Landscape, Inc. aligns with the Arts, Culture and Recreation Strategic Priority, and contributes to **Strategic Goal 1.3** in addressing parks and open space maintenance needs.

This action aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – Well maintained city facilities serve the public interest, benefit the City’s diverse populations, and result in greater public good.
2. **Equity** – Well maintained neighborhood parks ensure outdoor play areas are accessible and safe for public use.
3. **Fiscal Responsibility** – The Request for Proposal ensures the Department selects a qualified vendor at a reasonable rate.
4. **Innovation** – The Agreement ensures that the neighborhood parks are maintained and continue to be utilized for various community needs.
5. **Sustainability & Resiliency** – Landscape maintenance preserves the beautification and maintenance of parks for future use.

FISCAL IMPACT:

Execute 20% change order authority increasing the contract by \$163,737 increasing the total contract amount to \$982,426.06 for the period of January 1, 2024 – December 31, 2024. Funds

are available in PRCSD's Neighborhood Maintenance Contract account number 5215000-421204.

Prepared by: Gabriella M. Garcia, Administrative Services Manager
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Amendment No. 5 with Inland Empire Landscape, Inc.