



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 23, 2015**

FROM: PUBLIC WORKS DEPARTMENT **WARD: 1**

SUBJECT: CONTRACT AWARD IN THE AMOUNT OF \$551,328 FOR LANDSCAPE AND GENERAL OUTSIDE MAINTENANCE SERVICES FOR THE DOWNTOWN AREA.

ISSUES:

The issue for City Council consideration is to award a contract for landscape and general maintenance services for the downtown area in the amount of \$551,328 for the period of July 1, 2015, through June 30, 2018.

RECOMMENDATIONS:

That the City Council:

1. Award a contract for landscape and general outside maintenance services for downtown area, Request for Proposal (RFP) 1479, to ValleyCrest Landscape Maintenance, Inc., of Fontana, California, in the amount of \$551,328; and,
2. Authorize the City Manager, or his designee, to approve future amendments to the agreement, subject to the availability of budgeted funds, in order to extend the contract for up to three years and amend the agreement as needed should the business name change.

BACKGROUND:

The City of Riverside is divided into eight (8) landscape service areas which include Downtown, Municipal Parking Facilities, Victoria Avenue, north quadrant, south quadrant, freeway on and off ramps, Sycamore Highlands/Canyon Springs and Riverwalk. This allows the City to attain landscaping operational efficiencies and meet the specialized needs of each landscaped area.

On January 26, 2015, RFP 1479 was issued for the Downtown service area generally bound by Fourteenth Street, Market Street, 5th Street, & Lime Street, including Lemon Street, Orange Street, Main Street, and Mission Inn Avenue, University Avenue from Lime Street to Market Street and 5th, 6th, 9th, 10th, 11th, 12th, and 13th Streets. Additionally, the Main Street Pedestrian Mall from 5th Street to 10th Street.

On February 25, 2015, the City received five (5) proposals in response to the RFP. A selection committee consisting of representatives from the Public Works Department and the Purchasing

Division evaluated responsive proposals based on the outlined criteria. After an evaluation of each contractor's qualification and experience, the top two candidates were invited to an interview with Public Works Department and Purchasing Division staff. The contractors were asked how they would respond to multiple scenarios and were scored on their responses. Once all scores were reviewed, ValleyCrest Landscape Maintenance, Inc., was selected as the most qualified to perform the requirements of the RFP. The annual cost for the contract is \$183,776 with a three (3) year contract cost of \$551,328.

The City anticipates that ValleyCrest Landscape Maintenance, Inc. will undergo a name change in January 2016 due to a planned merger with Brickman Chargers Inc. Therefore the Department recommends that the City Manager be given the authority to execute a future amendment when the name change takes place.

The Purchasing Services Manager concurs with the recommendations above.

FISCAL IMPACT:

The fiscal impact for the three (3) year contract for landscape and general outside maintenance services for the downtown area is \$551,328. The funding required for Fiscal Year 2015-16 is included in the Public Works Department budget account number 4110110-421203.

Prepared by: Thomas J. Boyd, P.E., Public Works Director/City Engineer
Certified as to
availability of funds: Brent A. Mason, Finance Director/Treasurer
Approved by: Al Zelinka, FAICP, Assistant City Manager
for John A. Russo, City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment:

1. Downtown Area Map
2. Agreement for Landscape and General Outside Maintenance Services for Downtown Area