



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 21, 2016**
FROM: PUBLIC WORKS DEPARTMENT **WARD: 7**
SUBJECT: RFP NO. 1596 – LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH ADAMS LANDSCAPING FOR THE RIVERWALK LANDSCAPE MAINTENANCE DISTRICT FOR A 3-YEAR TERM ENDING JUNE 30, 2019, FOR \$360,271.78

ISSUE:

The issue for City Council consideration is approval of an agreement with Adams Landscaping to perform Landscape Maintenance Services for the Riverwalk Landscape Maintenance District for a 3-year term ending June 30, 2019 for \$360,271.78.

RECOMMENDATIONS:

That the City Council:

1. Approve and authorize the City Manager, or his designee, to execute the Landscape Maintenance Services Agreement with Adams Landscaping Inc., located in Murrieta, California for the Riverwalk Landscape Maintenance District, in the amount of \$360,271.78, with a term ending June 30, 2019; and,
2. Authorize the City Manager, or his designee, to approve future amendments to this agreement to add additional maintenance areas and extend the term, for up to two additional years, subject to the availability of budgeted funds.

BACKGROUND:

On March 15, 2016, the City of Riverside issued Request for Proposals (RFP) 1596 to solicit proposals from qualified landscape contractors to provide complete landscape maintenance services for the Riverwalk Landscape Maintenance District. The maintenance area includes Riverwalk Parkway from the La Sierra Storm Drain Channel to Pierce Street, Pierce Street from Riverwalk Parkway to Rose Avenue, Collett Avenue from Riverwalk Parkway to Golden Avenue, Golden Avenue from Schuyler Avenue to the La Sierra Storm Drain Channel, and Schuyler Avenue from Golden Avenue to 200 feet east of Riverpoint Drive. The contract also includes a per square foot rate to allow the City to add maintenance areas in the vicinity to the contract, if new landscaping is accepted or constructed by the City.

On April 4, 2016, the City received eight proposals in response to RFP 1596. After an initial review, seven of the proposals were considered responsive to the RFP. One of the proposals

was not considered responsive as the proposer did not meet the requirement of having a minimum of five years commercial and/or municipal landscape and general maintenance service experience under its current business name, of similar scope and size as clearly specified in section 7.4 of the RFP, Experience and References.

In order to identify the most qualified service provider, a selection committee consisting of representatives from the Public Works Department and the Purchasing Services Division, evaluated all responsive proposals based on the criteria set for the in the RFP which included experience, qualified manpower, ability to meet the time frames required, financial resources, and cost of services.

After an extensive evaluation of each proposal based on the criteria listed above, the top two candidates were invited to an interview. The contractors were asked how they would respond to multiple scenarios and were scored on their responses. Once all scores were reviewed, Adams Landscaping, Inc. was selected as the most qualified company to perform the requirements of the RFP. The annual cost for the contract services will average approximately \$120,090, with a three (3) year contract cost totaling \$360,271.78.

FISCAL IMPACT:

The fiscal impact is \$360,271.78 over the three-year contract term ending June 30, 2019. The funding requirement for Fiscal Year 2016-17 is 117,000 of which \$108,810 is funded by the Riverwalk LMD (account no. 9760340-421203) and \$8,190 is funded by the General Fund (account no. 4110110-421203). The funding requirement for Fiscal Year 2017-18 will increase by 3% to \$120,060 of which \$111,655.80 is funded by the Riverwalk LMD and \$8,404.20 is funded by the General Fund. Sufficient funding is included in the Public Works Department budget and the Riverwalk LMD budget for the proposed two-year budget. The remaining \$123,211.78 will be included in a future Public Works Department budget and Riverwalk LMD budget. The following chart shows the costs associated with the proposed 3-year contract.

Table 2 – Compensation Schedule

RFP No. 1596: Landscape Maintenance Services for Riverwalk Landscape Maintenance District			
	Year 1	Year 2	Year 3
Annual Maintenance Fee	\$102,000	\$105,060	\$108,211.78
Irrigation Repairs throughout the year	\$10,000	\$10,000	\$10,000
Misc. Plant Replacements throughout the year (Vandalism)	\$5,000	\$5,000	\$5,000
Annual Total	\$117,000	\$120,060	\$123,211.78

Prepared by: Kris Martinez, Public Works Director
 Certified as to availability of funds: Scott G. Miller, Interim Finance Director/Treasurer
 Approved by: Al Zelinka, FAICP, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Riverwalk LMD Service Area Maps
2. Agreement for Landscape Maintenance Services for Riverwalk Landscape Maintenance District