



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: APRIL 8, 2025

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT WARD: 1

SUBJECT: REQUEST FOR PROPOSAL NO. 2392 - SERVICES AGREEMENT WITH BRIGHTVIEW LANDSCAPE SERVICES, INC., OF CALABASAS, CALIFORNIA, FOR ANNUAL LANDSCAPE MAINTENANCE SERVICES AT FAIRMOUNT GOLF COURSE IN THE AMOUNT OF \$933,600, AUTHORIZE 15% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$140,040, FOR A TOTAL CONTRACT AMOUNT OF \$1,073,640, FOR THE TERM OF MARCH 1, 2025 THROUGH DECEMBER 31, 2026, AUTHORIZE CPI INCREASE IN YEAR 2, AND THE OPTION TO EXTEND FOR TWO ADDITIONAL TWO-YEAR EXTENSIONS

ISSUES:

Approve the Services Agreement for Request for Proposal No. 2392 with BrightView Landscape Services, Inc., of Calabasas, California, for Annual Landscape Maintenance Services at Fairmount Golf Course, for the term of March 1, 2025 through December 31, 2026, in the amount of \$933,600 plus 15% change order authority in the amount of \$140,040 for a total contract amount of \$1,073,640, authorize potential CPI increase for Year 2 beginning January 1, 2026, and the option to extend for two additional two-year terms.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement for Annual Landscape Maintenance Services at Fairmount Golf Course with BrightView Landscape Services, Inc. in the amount of \$933,600 for the period of March 1, 2025, through December 31, 2026, with the option to extend for two additional two-year terms;
2. Authorize 15% change order authority in the amount of \$140,040 for the initial contract term;
3. Approve an increase in the agreement cost of the initial term based on the Consumer Price Index or 3%, whichever is greater, to account for the rising labor and material costs in year two of the agreement; and,
4. Authorize the City Manager, or designee, to execute the Services Agreement with BrightView Landscape Services, Inc., including making minor and non-substantive changes.

BACKGROUND:

The Parks, Recreation and Community Services Department’s (PRCSD) current agreement with BrightView Landscape Services, Inc., expired on December 31, 2024. To minimize the lapse in services, staff created a Stop-Gap Agreement in the amount of \$77,800 for the period of January 1, 2025, to February 28, 2025. This agreement allowed staff time to bring forward a recommendation to the City Council to award the contract. The extension ensured the continuity of critical golf course maintenance services until the new contract was awarded.

DISCUSSION:

On September 4, 2024, PRCSD issued Request for Proposals (RFP) No. 2392, seeking a new golf course landscape maintenance contractor. The notification was sent to 322 City of Riverside vendors and 500 external vendors. There were 29 prospective bidders listed, 17 of which were listed as prime bidders. A mandatory pre-proposal meeting was held on September 11, 2024, with three vendors in attendance.

Two proposals were received by the deadline. One proposal was deemed non-responsive, while the remaining proposal, submitted by BrightView Landscape Services, Inc., was reviewed by Purchasing Division staff and determined to be responsive.

On November 21, 2024, an email was sent to all prospective bidders with a Non-Bidder Status Survey. Four prospective bidders responded to the survey. Of these, one vendor indicated they did not have time to submit a bid, another stated they were a Plan Room and would not be submitting a bid, and the remaining two selected "other" as their reason without providing additional comments.

Vendor Name	Location	Rank	Total Score	Proposal Cost
BrightView Landscape Services	Riverside, CA	1	259	\$621,288.00/year
*Greenfield Landscaping & Maintenance	Hacienda Heights, CA	N/A	N/A	\$764,531.28/year

*Deemed non-responsive: Invalid DIR registration number

On November 15, 2024, negotiations began with BrightView Landscape Services, Inc., and resulted in the attached landscape maintenance Service Agreement, set to start March 1, 2025 through December 31, 2026. Under the new agreement, BrightView Landscape Services, Inc., will provide all the labor, irrigation materials and equipment for daily landscape maintenance services at Fairmount Golf Course. BrightView has a proven track record of success at Fairmount Golf Course and has been instrumental in improving the condition of the course since 2014.

To negotiate lower contract costs, PRCSD and BrightView Landscape Services, Inc., agreed to an increase in year two adjusted by the November 2025 Consumer Price Index for “Services” for the Los Angeles-Anaheim-Riverside Standard Metropolitan Statistical Area (1982-84+100) published by the Bureau of Labor Statistics of the United States Department of Labor or three percent (3%), whichever is greater. The 15% change order authority is to compensate for rising labor and material costs and any unforeseen repairs in equipment and irrigation needed over the course of the next two years.

Purchasing Resolution No. 24101, Section 508 states that "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications."

The Purchasing Manager concurs that the recommended action to approve the agreement complies with Purchasing Resolution No. 24101, Section 508 (c).

STRATEGIC PLAN ALIGNMENT:

The work contributes to the Envision Riverside 2025 City Council 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 BrightView Landscape Services, 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** – The golf course is utilized by all ages and offers discounted Senior and Junior rates. Compared to surrounding golf courses, the Fairmount Golf Course rates continue to be affordable.
3. **Fiscal Responsibility** – The golf course generates revenue and assists in offsetting the costs of operations.
4. **Innovation** – The Agreement ensures that the Fairmount Golf Course is maintained and continues to be utilized for various community needs.
5. **Sustainability & Resiliency** – Landscape maintenance preserves the beautification and maintenance of the Fairmount Golf Course for future use.

FISCAL IMPACT:

The fiscal impact of this action is \$1,073,640, plus a CPI adjustment no greater than 3% in year 2 effective January 1, 2026. CPI increase will be based on the November 2025 Consumer Price Index for "Services" for the Los Angeles-Anaheim-Riverside Standard Metropolitan Statistical Area (1982-84+100) published by the Bureau of Labor Statistics of the United States Department of Labor.

Costs for the remainder of FY 2024/25 are estimated to be approximately \$197,207. Sufficient funding is available in the General Fund, Parks & Recreation – Fairmount Golf Course, Neighborhood Maintenance account 5215400-421204. Funding for the remainder of the contract has been budgeted, and department will utilize existing budget allocations to cover costs of the

remainder of the contract.

Prepared by: Vanessa Mayne, Senior Administrative Analyst
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: Jack Liu, Interim City Attorney

Attachments:

1. Services Agreement
2. RFP Award Recommendation