



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MARCH 16, 2021**

**FROM: PUBLIC WORKS DEPARTMENT                      WARDS: 1, 2, 5, 6, and 7**

**SUBJECT: THIRD AMENDMENT TO AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES FOR FREEWAY ON AND OFF RAMPS WITH PACIFIC COAST LANDSCAPE AND DESIGN, INC., OF RIVERSIDE, CALIFORNIA, IN THE AMOUNT OF \$88,000 FOR A TOTAL CONTRACT OF \$440,000 FOR SERVICES THROUGH JUNE 30, 2022**

**ISSUE:**

Approve the Third Amendment to the Agreement for Landscape Maintenance Services for Freeway On and Off Ramps with Pacific Coast Landscape and Design, Inc., of Riverside, California, in the amount of \$88,000 for a total contract of \$440,000 for services through June 30, 2022 in accordance with Purchasing Resolution 23256, Section 702(g).

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Third Amendment to the Agreement for Landscape Maintenance Services for Freeway On and Off Ramps with Pacific Coast Landscape and Design, Inc., of Riverside, California, in the amount of \$88,000 for a total contract of \$440,000 for services through June 30, 2022, in accordance with Purchasing Resolution 23256, Section 702(g); and
2. Authorize the City Manager, or his designee, to execute the Third Amendment to Agreement for Landscape Maintenance Services Agreement with Pacific Coast Landscape and Design, Inc., including making minor and non-substantive changes.

**BACKGROUND:**

On March 15, 2016, the City of Riverside posted a bid (RFP 1598) in an effort to solicit proposals from qualified landscape contractors to provide complete landscape maintenance services for freeway on and off ramps located in the City of Riverside. The on and off ramps include the 91 Freeway at: Pierce Street, La Sierra Avenue, Van Buren Boulevard, University Avenue, and Mission Inn Avenue, along with the 60 Freeway at Market Street. 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 1, 2016, the City received six proposals in response to RFP 1598. After an initial review, five 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 Experience and References of the RFP.

In order to identify the most qualified service provider a selection committee consisting of representatives from the Public Works Department and the Purchasing 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, Pacific Coast Landscape and Design, Inc. (PCL), of Riverside, California, was selected as the most qualified to perform the requirements of the RFP. City Council approved the agreement for a three (3) year term ending on June 30, 2019 and approved the execution of the two (2) one-year extensions in the same action. The annual cost for the contract services was \$88,000 with a three-year total contract cost of \$264,000 and the agreement was executed on July 25, 2016. The First Amendment was executed on April 4, 2019 and the Second Amendment was executed on March 10, 2020 with an end date of June 30, 2021 for services.

In an effort to maintain fiscal stability throughout the COVID-19 pandemic in an otherwise unpredictable environment, the City's Finance Department has considered contract extensions through June 30, 2022 if a vendor agrees to maintain current pricing at the current level of services throughout the extended term. This exception to competitive procurement is provided for under Section 702(g) of Purchasing Resolution 23256 which allows for services to "be Procured from a Contractor who offers the same and or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency." Since PCL was agreeable and the Public Works Department is satisfied with their performance, staff recommends amending the Agreement to extend the term.

There is no change in compensation associated with the proposed Third Amendment.

The Purchasing Manager concurs that the recommended action to approve is in compliance with Purchasing Resolution 23256.

**FISCAL IMPACT:**

The fiscal impact of this action is \$88,000. Sufficient funds are available in Public Works, General Fund, Forestry & Landscape division Landscape Maintenance account number, 4110110-421203.

Prepared by: Kris Martinez, Public Works Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachments: Third Amendment