



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 28, 2022

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: RFP NO. 2177 - PROFESSIONAL SERVICES AGREEMENT WITH INTER-PACIFIC SYSTEMS, INC., OF TUSTIN, CALIFORNIA FOR ON-CALL ELECTRICAL MAINTENANCE AND REPAIR SERVICES FOR PUBLIC WORKS' LANDSCAPED AREAS FOR A TERM OF JULY 1, 2022 TO JUNE 30, 2023 IN THE AMOUNT OF \$60,000 AND 10% CONTINGENCY IN THE AMOUNT OF \$6,000, WITH THE OPTION TO EXTEND FOR FOUR ADDITIONAL ONE-YEAR TERMS

ISSUE:

Approve a Professional Services Agreement with Inter-Pacific Systems, Inc., of Tustin, California for On-Call Electrical Maintenance and Repair Services for Public Works' Landscaped Areas for a term of July 1, 2022 to June 30, 2023 in the amount of \$60,000 and authorize 10% contingency in the amount of \$6,000, with the option to extend for four additional one-year terms.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Services Agreement with Inter-Pacific Systems, Inc of Tustin, California for On-Call Electrical Maintenance and Repair Services for Public Works' Landscaped Areas for a term of July 1, 2022 to June 30, 2023 in the amount of \$60,000;
2. Authorize a 10% contingency in the amount of \$6,000 for unforeseen additional work due to vandalism, theft, damages, etc.; and
3. Authorize the City Manager, or designee, to execute the Professional Services Agreement, including making minor and non-substantive changes; and
4. Authorize the City Manager, or designee, to execute optional term extensions to the agreement.

BACKGROUND:

The City has approximately 450 acres of City maintained landscapes, approximately 150,000 City maintained Street Trees with over 300 different species spread over 81 square miles and has been recognized by the Arbor Day Foundation as a "Tree City USA" since 1987. Contracted

services will include, but are not limited to, work related to lighting, water features, irrigation control systems, etc.

DISCUSSION:

On January 25, 2022, the City issued Request for Proposal No. 2177 for on-call electrical maintenance and repair services for Public Works' Landscaped Areas. The RFP was publicly advertised in the Press Enterprise on March 2, 2022, as required, for improvement projects in Section 1109 of the Riverside City Charter. On March 17, 2022, the City received four proposals in response to the RFP. Two of the proposals received were incomplete and therefore deemed non-responsive by Purchasing. The responsive proposers which are listed below with their proposed cumulative hourly fees as submitted for the scope of work.

Vendor	Vendor City	Proposed Cost (based on RFP scope)	Evaluation Scores
Real Estate Consulting & Services, Inc	Lake Elsinore, CA	\$ 590	600
Inter-Pacific Systems, Inc	Tustin, CA	\$ 765	726.90

A three-member panel comprised of staff from Public Works and Riverside Public Utilities evaluated the proposals and Inter-Pacific Systems, Inc., (IPS) was ranked the highest. With more than 21 years of experience, IPS currently provides services throughout Southern California. Public Works staff will oversee. Inspect and review the work.

The contract price of \$60,000 is based on assumed quantities. Contingency of 10% (\$6,000) is requested for additional unforeseen services that may be required for items such as vandalism, theft and/or damages.

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution No. 23812.

STRATEGIC PLAN ALIGNMENT:

These items contributes to **Strategic Priority 6 – Infrastructure, Mobility & Connectivity** and **Goal 6.2:** Maintain, protect and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

1. **Community Trust** – Maintenance of the electrical systems in the Public Works' landscaped areas ensures proper operation of City assets and serves the public interest.
2. **Equity** – Maintenance of the electrical systems in the Public Works' landscaped areas ensures every member of the community benefits from having reliable infrastructure.
3. **Fiscal Responsibility** – Open bidding processes ensure responsible management of the City finances.
4. **Innovation** – Public Works is focused on replacing old, outdated, failing equipment with the newest technologies. When it comes to irrigation, there are a number of options on the market that allow us to maximize our sustainability efforts.

5. **Sustainability & Resiliency** – Maintenance of the electrical systems in the Public Works' landscaped areas ensures the longevity of these assets.

FISCAL IMPACT:

The total fiscal impact of this action is \$66,000. Sufficient funds are budgeted and available in the General Fund, Urban Forestry & Landscape, Professional Services account 4110110-421000. Appropriations for future fiscal years will be included in the Department's Budget submission and will be presented to the City Council for approval.

Prepared by: Gilbert Hernandez, Public Works Director
Certified as to
availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Agreement
2. Award Recommendation