



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 16, 2022

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: RFP NO. 2176 - AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES WITH ARROWHEAD GROUP, INC., DBA BASIC BACKFLOW, OF SAN BERNARDINO, CALIFORNIA FOR COMPLETE BACKFLOW TESTING, REPAIR, AND REPLACEMENT SERVICES FOR THE PUBLIC WORKS DEPARTMENT FOR A TERM OF JULY 1, 2022 TO JUNE 30, 2023 IN AN ANNUAL AMOUNT OF \$66,000, WITH THE OPTION TO EXTEND FOR FOUR ADDITIONAL ONE-YEAR TERMS

ISSUE:

Approve an Agreement for Landscape Maintenance Services with Arrowhead Group, Inc., dba Basic Backflow of San Bernardino, California, for Complete Backflow Testing, Repair, and Replacement Services for the Public Works Department for the term of July 1, 2022 to June 30, 2023, in an annual amount of \$66,000, with the option to extend the agreement for four additional one-year terms.

RECOMMENDATIONS:

That the City Council:

1. Approve an Agreement for Landscape Maintenance Services with Arrowhead Group, Inc., dba Basic Backflow of San Bernardino, California, for Complete Backflow Testing, Repair, and Replacement Services for the Public Works Department for the term of July 1, 2022 to June 30, 2023, in an annual amount of \$66,000, with the option to extend the agreement for four additional one-year terms; and
2. Authorize the City Manager, or designee, to execute the Agreement, including making minor and non-substantive changes, and term extensions up to four additional one-year terms, subject to the availability of budgeted funds.

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. Irrigation backflows located throughout these areas are required to be properly tested, repaired, replaced, and maintained to achieve proper operation of the backflow systems according to federal, State, County and local laws and regulations.

DISCUSSION:

On February 24, 2022, the City issued Request for Proposal No. 2176 for Complete Backflow Testing, Repair, and Replacement Services for the Public Works Department. 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, which are listed below with their cumulative rates as submitted for individual items within the scope of work. One of the proposals was deemed non-responsive by Purchasing.

| Vendor | Vendor City | Proposed Cost (based on RFP scope) | Evaluation Scores |
|---|--------------------|------------------------------------|-------------------|
| Arrowhead Group, Inc (dba Basic Backflow) | San Bernardino, CA | \$11,674 | 842.50 |
| 24 Hour Express Services | Murrieta, CA | \$12,070 | 750.30 |
| Verne's Plumbing, Inc | Buena Park, CA | \$12,330 | 654.14 |
| ER Block Plumbing - Non-Responsive | | | |

A three-member panel comprised of staff from Public Works and Riverside Public Utilities evaluated the proposals, and Arrowhead Group, Inc., dba Basic Backflow (BB) was ranked the highest. With more than 25 years of experience BB currently provides services throughout Southern California. Public Works staff will oversee, inspect and review the work.

The contract price of \$66,000 is based on assumed quantities of repeated tasks within the overall scope of work, including for services that may be required for items such as vandalism, theft, or damage from vehicle accidents.

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

STRATEGIC PLAN ALIGNMENT:

These items support **Strategic Priority 4 – Environmental Stewardship**, by helping to preserve and restore green space within the city in accordance with **Goal 4.5: Maintain and conserve 30% of Riverside’s natural lands in green space including, but not limited to, agricultural lands and urban forests in order to protect and restore Riverside’s rich biodiversity and accelerate the natural removal of carbon, furthering our community’s climate resilience.**

1. **Community Trust** – Management of the city’s urban forest and landscapes benefit all city residents, businesses and visitors by helping to remove gaseous air pollutants and

sequestering carbon.

2. **Equity** – Approval of this action benefits all who live in or travel through the City.
3. **Fiscal Responsibility** – Maintaining city-owned landscapes and their infrastructure supports Public Works' efforts to minimize inefficiencies and maximize reliability.
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** – Ensuring proper operation of irrigation allows Public Works to sustainably and efficiently manage the water resources and green spaces.

FISCAL IMPACT:

The total fiscal impact of the first year of this agreement is \$66,000. Sufficient funds are budgeted and available in the General Fund, Public Works, Urban Forestry & Landscape, Professional Services account no. 4110110-421000. For any extension of this agreement, the annual compensation shall be increased by the CPI for the Los Angeles-Riverside area, but in no event shall the increase be more than 2.5 percent. Appropriations for future fiscal years will be included in the Department's budget submissions for those fiscal years to 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