



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 21, 2016

FROM: PUBLIC WORKS DEPARTMENT WARD: 2

SUBJECT: RFP NO. 1597 – LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH ADAMS LANDSCAPING, INC. FOR THE SYCAMORE HIGHLANDS LANDSCAPE MAINTENANCE DISTRICT AND CANYON SPRINGS/CANYON CROSSINGS BUSINESS DISTRICT FOR A THREE-YEAR TERM ENDING JUNE 30, 2019, FOR \$403,218.48

ISSUE:

The issue for City Council consideration is approval of an agreement with Adams Landscaping, Inc. to perform Landscape Maintenance Services for the Sycamore Highlands Landscape Maintenance District (LMD) and Canyon Springs/Canyon Crossings Business District for a three-year term ending June 30, 2019 for \$403,218.48.

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., Murrieta, California, for the Sycamore Highlands LMD and the Canyon Springs/Canyon Crossings Business District, in the amount of \$403,218.48 with a term ending June 30, 2019; and
2. Authorize the City Manager, or his designee, to execute 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 Proposal (RFP) 1597 to solicit proposals from qualified landscape contractors to provide complete landscape maintenance services for the Sycamore Highlands LMD and the Canyon Springs/Canyon Crossings Business District located in Ward 2. The area consists of various landscapes areas in the medians and parkways along parts of Faire Isle Drive, Lockmoor Drive, Sycamore Canyon Boulevard, Rowan Drive, Kirkmichael Drive, Campus Parkway, Canyon Park Drive, Canyon Springs Parkway, Corporate Center Place, Day Street, Gateway Drive, Valley Springs Parkway, and Eucalyptus Avenue.

On April 4, 2016, the City received six proposals in response to RFP 1597. 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 of the RFP, 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 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 \$134,406 with a total three-year contract cost of up to \$403,218.48.

FISCAL IMPACT:

The fiscal impact is \$403,218.48 over the three-year contract term ending June 30, 2019. The funding requirement for Fiscal Year 2016-17 is \$130,659.28 of which \$58,535.51 is funded by the Sycamore Highland (LMD) account number 976820-421203 and \$72,123.77 is funded by the General Fund, Public Works Department landscape maintenance account number 4110110-421203 account no. 4110110-421203).

The funding requirement for Fiscal Year 2017-18 will increase by 2.8% to \$134,369.08 of which \$60,197.21 is funded by the Sycamore Highland LMD account number 976820-421203 and \$74,171.87 is funded by the General Fund Public Works Department landscape maintenance account number 4110110-421203.

Sufficient funding is included in the Public Works Department budget and the Sycamore Highland LMD budget for the proposed two-year budget. The remaining \$138,190.12 will be included in a future Public Works Department budget and Sycamore Highland LMD budget. The following chart shows the costs associated with the proposed three-year contract.

RFP No. 1597: Landscape Maintenance Services for Sycamore Highlands LMD & Canyon Springs/Canyon Crossings Business District			
	Year 1	Year 2	Year 3
Annual Maintenance Fee	\$123,659.28	\$127,369.08	\$131,190.12
Irrigation Repairs throughout the year	\$5,000	\$5,000	\$5,000
Misc. Plant Replacements throughout the year	\$2,000	\$2,000	\$2,000
Annual Total	\$130,659.28	\$134,369.08	\$138,190.12
Year to Year Change		2.8%	2.8%

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. Sycamore Highland LMD Service Area Map
2. Canyon Springs/Canyon Crossing Business District Map
3. Agreement for Landscape Maintenance Services for Sycamore Highlands LMD and Canyon Springs/Canyon Crossings Business District