



City of Arts & Innovation

City Council Memorandum

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

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

SUBJECT: RFP NO. 1598 – LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH PACIFIC COAST LANDSCAPE AND DESIGN, INC. FOR FREEWAY ON AND OFF RAMPS FOR A THREE-YEAR TERM ENDING JUNE 30, 2019, FOR \$264,000

ISSUE:

The issue for City Council consideration is approval of an agreement with Pacific Coast Landscape and Design, Inc., located in Riverside, California, to perform landscape maintenance services for freeway on and off ramps for a three-year term ending June 30, 2019, with two, one-year options to extend, for the amount of \$264,000.

RECOMMENDATIONS:

That the City Council:

1. Approve and authorize the City Manager, or his designee, to execute an agreement with Pacific Coast Landscape and Design, Inc. for Landscape Maintenance Services for Freeway On and Off Ramps in the amount of \$264,000 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) 1598 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 and 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 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, Pacific Coast Landscape and Design, Inc. was selected as the most qualified to perform the requirements of the RFP. The annual cost for the contract services will be \$88,000 with a three-year total contract cost of \$264,000.

FISCAL IMPACT:

The fiscal impact to the General Fund is \$264,000 over a three-year contract term ending June 30, 2019. The funding requirement for Fiscal Years 2016-17 and 2017-18 is \$88,000 per year. Sufficient funding is included in the Public Works Department landscape maintenance account number 4110110-421203 for the proposed two-year budget. The remaining \$88,000 will be included in a future Public Works Department budget. The following chart shows the costs associated with the proposed three-year contract.

RFP No. 1598: Landscape Maintenance Services for Freeway On and Off Ramps			
	Year 1	Year 2	Year 3
Annual Maintenance Fee	\$81,000	\$81,000	\$81,000
Irrigation Repairs throughout the year	\$6,000	\$6,000	\$6,000
Misc. Plant Replacements throughout the year (Vandalism)	\$1,000	\$1,000	\$1,000
Annual Total	\$88,000	\$88,000	\$88,000

Prepared by: Kris Martinez, Public Works Director
 Certified as to
 availability of funds: Scott Miller, Interim Finance Director/Treasurer
 Approved by: Al Zelinka, FAICP, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Freeway On and Off Ramps Service Area Maps
2. Agreement for Landscape Maintenance Services for Freeway On and Off Ramps