



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 16, 2020

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT WARD: 1

SUBJECT: SERVICES AGREEMENT WITH RPW SERVICES INC. TO PROVIDE ANNUAL LAKE MAINTENANCE SERVICES AT FAIRMOUNT PARK PURSUANT TO REQUEST FOR PROPOSAL NO. 2006 FOR A TERM OF TWO YEARS FROM JULY 1, 2020 TO JUNE 30, 2022, WITH THE OPTION TO EXTEND FOR THREE ADDITIONAL ONE YEAR TERMS, FOR AN AMOUNT OF \$83,912, PLUS A 25% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$20,978, FOR A TOTAL CONTRACT AMOUNT OF \$104,890

ISSUE:

Approve a Services Agreement with RPW Services, Inc. of Fullerton, California, to provide annual lake maintenance services at Fairmount Park for a term of two years from July 1, 2020 to June 30, 2022, with the option to extend for three additional one year terms, for a contract amount of \$83,912; and authorize a 25% change order authority in the amount of \$20,978 for unforeseen service needs, for a total contract amount not to exceed \$104,890.

RECOMMENDATIONS:

That the City Council:

1. Approve a Services Agreement with RPW Services, Inc. for annual lake maintenance services covering the term of July 1, 2020 to June 30, 2022 in the amount of \$83,912 with the option to extend for three additional one-year terms for an annual amount of \$41,956 per each option year;
2. Authorize 25% change order authority in the amount of \$20,978 for the full contract term, for a total contract amount not to exceed \$104,890;
3. Authorize the City Manager, or his designee, to execute the Agreement for Lake Maintenance Services with RPW Services, Inc., including making minor and non-substantive changes and the optional contract extensions including 25% change order authority for subsequent years.

DISCUSSION:

The Parks, Recreation and Community Services Department is responsible for the annual maintenance of the lakes at Fairmount Park. On December 20, 2019, Request for Proposal (RFP) No. 2006 was released, soliciting qualified vendors to provide annual lake maintenance services at Fairmount Park. A non-mandatory pre-proposal meeting was held on January 9, 2020, and final proposals were due on January 29, 2020.

A total of three proposals were received for RFP No. 2006, all of which were deemed responsive. A selection committee was convened to review, evaluate and score the proposals. Criteria for the evaluation included professional references, vendor experience, qualifications, approach and methodology, and proposed pricing. The two highest scoring proposers were then invited to interview with the selection committee on March 5, 2020.

After careful consideration, RPW Services, Inc. of Fullerton, California was ranked as the most qualified responder to best meet the requirements and scope of services found in RFP No. 2006.

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The total fiscal impact of the base agreement is \$83,912 with a 25% change order authority of \$20,978 for a total contract amount not to exceed \$104,890. Sufficient funds for FY 2020/21 are included in the proposed FY 2020/21 budget in Professional Services Account #5215000-421000. The funding necessary for future years will be included in the proposed budget for those years.

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Agreement