



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 9, 2025**

**FROM: PUBLIC WORKS DEPARTMENT      WARDS: 3, 4, & 5**

**SUBJECT: REQUEST FOR PROPOSAL NO. 2478 – LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH AG INTEGRATED PEST MANAGEMENT, LLC OF RIVERSIDE, CALIFORNIA, FOR VICTORIA AVENUE CITRUS GROVE MAINTENANCE SERVICES, IN THE AMOUNT OF \$346,923.68 PLUS A 25% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$86,730.92, FOR A TOTAL CONTRACT AMOUNT OF \$433,654.60, FOR THE FIVE-YEAR TERM THROUGH JUNE 30, 2030, WITH THE OPTION TO EXTEND FOR THREE ADDITIONAL ONE-YEAR TERMS**

## **ISSUE:**

Approve a Landscape Maintenance Services Agreement with AG Integrated Pest Management, LLC., of Riverside, California, for Victoria Avenue Citrus Grove Maintenance Services, in the amount of \$346,923.68, plus 25% change order authority in the amount of \$86,730.92, for a total contract amount of \$433,654.60, for a five-year term through June 30, 2030, with the option to extend for three additional one-year terms.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Landscape Maintenance Agreement for Victoria Avenue Citrus Grove Maintenance Services with Ag Integrated Pest Management, LLC, of Riverside, California, in the amount of \$346,923.68 for services through June 30, 2030, with the option for three additional one-year extensions;
2. Authorize 25% change order authority of \$86,730.92, for a total contract amount of \$433,654.60, for the five-year term through June 30, 2030, to cover unanticipated costs related to vandalism, theft, and special event support; and
3. Authorize the City Manager, or designee, to execute the Services Agreement with Ag Integrated Pest Management, LLC, including making minor and non-substantive changes.

## **BACKGROUND:**

Riverside is renowned for the birthplace of California's citrus industry. In 1873, Eliza Tibbets planted two Brazilian navel orange trees that thrived in the region's ideal climate, sparking a citrus boom. By the early 20th century, Riverside featured 15,000 acres of cultivated citrus groves, making it a national leader in citrus production.

The industry brought immense wealth to Riverside, once boasting the highest per capita income in the nation. This prosperity shaped the city's development and left a lasting legacy, preserved in landmarks like the California Citrus State Historic Park and the original navel orange tree planted by Tibbets.

Victoria Avenue, designed in 1892, remains a living tribute to Riverside's citrus heritage. Lined with citrus trees and landscaped with roses and native plants, the scenic roadway showcases the region's agricultural history and serves as a cherished landmark.

## **DISCUSSION:**

On May 27, 2025, the City issued a new Request for Proposal (RFP 2478) in PlanetBids for Citrus Grove Maintenance Services. A notification and RFP 2478 activity summary is shown in Table 1 below.

Table 1 – RFP Notification Summary

<b>Action</b>	<b>Number of Vendors</b>
External Vendors Notified	500
City of Riverside Vendors Notified	233
Vendors Who Downloaded the RFP	30
Questions and Answers Provided	0
Addenda Released	0

On June 26, 2025, the City received 3 proposals in response to the RFP. A three-member panel comprised of staff from General Services and Public Works evaluated the proposals and Ag Integrated Pest Management, LLC was selected as the most qualified company to fulfill the requirements of RFP 2478. Ag Integrated Pest Management LLC is a family owned and operated company based in Riverside that has 14 years of Grove Management Experience. Public Works staff will oversee, inspect and review the work.

A summary of the proposal evaluation rankings is shown in Table 2 below along with fees submitted, lowest to highest, for the scope of work.

Table 2 – Proposal Rankings

<b>Scoring Rank</b>	<b>Vendor</b>	<b>Vendor City</b>	<b>Proposed Cost (Based on RFP Scope)</b>	<b>Evaluation Scores</b>
<b>1</b>	Ag Integrated Pest Management	Riverside, CA	\$346,923.68	825.01
<b>2</b>	Pacific Coast Landscape & Design, Inc.	Riverside, CA	\$630,000.00	736
<b>3</b>	Innovative Growth Landscape, Inc.	San Jacinto, CA	\$757,400.52	699.51

The aggregate total of \$433,654.60 includes a 25% change order authority for additional unforeseen services that may be required for items such as vandalism, theft and/or decay and allows for full and proper maintenance needs of the area in accordance with all Federal, State and local laws and regulations.

Purchasing Resolution 24101, section 508 (c) states that “Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposal or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications, except that a local Proposer may be given preference pursuant to Section 704 “Preference Policy”, where the difference in price proposal between the local Proposal and the lowest price proposal does not exceed five percent (5%) of the lowest price proposal.”

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 24101.

### **FISCAL IMPACT:**

The total fiscal impact of this action is \$433,654.60, which includes 25% change order authority, for the five-year term through June 30, 2030. Sufficient funds for the FY 2025/26 allocation of \$66,000.00 is budgeted and available in the General Fund, Urban Forestry & Landscape, Professional Services account number 4110110-421000. Appropriations for future fiscal years will be included in the Department’s Budget submissions and presented to the City Council for approval.

Prepared by:	Robert Filiar, Urban Forestry Manager
Approved by:	Gilbert Hernandez, Public Works Director
Certified as to	
availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

### **Attachments:**

1. Landscape and General Outside Maintenance Services Agreement
2. Bonds
3. RFP Award Recommendation