



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 18, 2025

FROM: PUBLIC WORKS DEPARTMENT WARD: 2

SUBJECT: REQUEST FOR PROPOSAL NO. 2461 – LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH PRIORITY LANDSCAPE SERVICES, LLC. OF ANAHEIM, CALIFORNIA, FOR LANDSCAPE AND GENERAL OUTSIDE MAINTENANCE SERVICES FOR SYCAMORE HIGHLANDS LANDSCAPE MAINTENANCE DISTRICT AND CANYON SPRINGS/CANYON CROSSINGS BUSINESS DISTRICT IN THE AMOUNT OF \$489,898.44, PLUS 25% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$122,474.61 FOR A TOTAL CONTRACT AMOUNT OF \$612,373.05 FOR SERVICES THROUGH JUNE 30, 2028, WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR TERMS

ISSUE:

Approve a Landscape Maintenance Services Agreement for Landscape and General Outside Maintenance Services with Priority Landscape Services, LLC., of Anaheim, California, for Sycamore Highlands Landscape Maintenance District and Canyon Springs/Canyon Crossings Business District in the amount of \$489,898.44, plus 25% change order authority in the amount of \$122,474.61 for a total contract amount of \$612,373.05 for services through June 30, 2028, with the option for two additional one-year terms.

RECOMMENDATIONS:

That the City Council:

1. Approve a Landscape Maintenance Services Agreement for Landscape and General Outside Maintenance Services with Priority Landscape Services, LLC., of Anaheim, California, for Sycamore Highlands Landscape Maintenance District and Canyon Springs/Canyon Crossings Business District in the amount of \$489,898.44 for services through June 30, 2028, with the option for two additional one-year terms;
2. Authorize a 25% change order authority of \$122,474.61, through June 30, 2028, 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 Priority Landscape Services, LLC., including making minor and non-substantive changes.

BACKGROUND:

The Sycamore Canyon and Highland Springs area includes a mix of landscape medians, parkways, and open space that form important buffers between residential neighborhoods, business districts, and the Sycamore Canyon Wilderness Park. These corridors not only frame neighborhood entrances and commercial centers but also serve as greenbelts that manage noise, dust, and traffic from nearby arterials and freeways. Proximity to the wilderness further underscores the need for consistent landscape care to preserve scenic views, control erosion, and maintain a safe transition between sensitive habitat and development.

Key landscaped areas include 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. Together, these corridors provide functional and aesthetic value by linking neighborhoods, supporting businesses, and enhancing the City's trail and roadway network. The service area is one of eight contracted zones citywide, allowing the City to achieve operational efficiencies while addressing the specialized needs of each landscape district.

DISCUSSION:

On March 25, 2025, the City Purchasing Division issued a new Request for Proposal (RFP 2461) on PlanetBids for Landscape and General Outside Maintenance Services for the Sycamore Highlands Landscape Maintenance District and Canyon Springs /Canyon Crossings Business District. A notification and RFP 2461 activity summary is shown in Table 1 below.

Table 1 - RFP Notification Summary

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	212
Vendors Who Downloaded the RFP	36
Questions and Answers Provided	9
Addenda Released	0

On April 29, 2025, the City received nine (9) proposals in response to the RFP 2461. A three-member panel comprised of staff from General Services and Public Works evaluated the proposals, and the City decided to conduct a round of interviews to further evaluate the top two proposer's qualifications and experiences. A summary of the proposal evaluation rankings is shown in Table 2 along with fees submitted, lowest to highest, for the scope of work.

Table 2 – Proposal Rankings

	Vendor	Vendor City	Proposed Cost	Evaluation Scores
1	Priority Landscape Services, LLC	Anaheim, CA	\$489,898.44	926.67
2	Pacific Coast Landscape & Design, Inc.	Riverside, CA	\$512,760.00	923.33
3	Greentech Landscape Inc.	Whittier, CA	\$521,845.80	895.53
4	J. Orozco Enterprises	Pomona, CA	\$553,453.08	890.70
5	Innovative Growth Landscape	San Jacinto, CA	\$581,150.76	874.17
6	Integrity Arborist and Ecoscape, Inc.	Riverside, CA	\$604,339.20	870.30

7	Mariposa Landscapes, Inc.	Irwindale, CA	\$610,776.00	867.66
8	RP Landscape & Irrigation	San Bernardino, CA	\$638,424.00	849.08
9	Inland Empire Landscape, Inc.	San Bernardino, CA	\$696,096.00	812.45

Upon completion of Round 2 evaluations, Priority Landscape Services LLC (PLS) was selected as the most qualified company to fulfill the requirements of the RFP. Public Works staff will oversee, inspect and review the work. A summary of the second-round evaluations is shown in Table 3 below.

Table 3 – Round 2 Interview Rankings

Vendor	Vendor City	Evaluation Scores
Priority Landscape Services, LLC	Anaheim, CA	947.50
Pacific Coast Landscape & Design, Inc	Riverside, CA	790.00

The aggregate total of \$612,373.05 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 section 508 (c).

FISCAL IMPACT:

The total fiscal impact of the action is \$612,373.05, which includes 25% change order authority, for the three-year term through June 30, 2028. Sufficient funds for the FY 2025-26 allocation of \$204,124.00 are available in the General Fund, Forestry & Landscape, Professional Services account number 4110110-421000 and Highlander LMD Fund, Highlander Landscape Maintenance Area account 9716840-421203. 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.

Table 1. Contract Cost Split

Fund	Program	Account	Amount
General Fund	PW-Forestry & Landscape	4110110-421000	\$336,805.18
Highlander LMD	Highlander Landscape Maint.	9716840-421203	\$275,567.87
Total			\$612,373.05

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