



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: SEPTEMBER 16, 2025**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT      WARDS: 1, 5 & 6**

**SUBJECT: REQUEST FOR PROPOSAL NO. 2445: AGREEMENT WITH PACIFIC COAST LANDSCAPE & DESIGN, INC., DOING BUSINESS AS PACIFIC COAST LANDSCAPE AND DESIGN, FOR MOWING AND EDGING SERVICES FOR PARKS FACILITIES IN THE AMOUNT OF \$316,800 FOR THE TERM OF OCTOBER 1, 2025, TO SEPTEMBER 30, 2027, PLUS, CHANGE ORDER AUTHORITY OF 10% IN THE AMOUNT \$31,680, FOR A TOTAL CONTRACT AMOUNT OF \$348,480, WITH THE OPTION TO EXTEND THE AGREEMENT FOR ONE ADDITIONAL THREE-YEAR TERM, NOT TO EXCEED A TOTAL OF FIVE YEARS**

## **ISSUES:**

Approve the with Agreement Pacific Coast Landscape & Design, Inc., doing business as Pacific Coast Landscape and Design, of Riverside, California, for Mowing and Edging Services for Parks Facilities pursuant to Request for Proposal No. 2445, in the amount of \$316,800 for the term of October 1, 2025, to September 30, 2027, plus, change order authority of 10% in the amount of \$31,680, for a total contract amount of \$348,480, with the option to extend the agreement for one additional three-year term, not to exceed a total of five years.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Agreement with Pacific Coast Landscape & Design, Inc., doing business as Pacific Coast Landscape and Design, of Riverside, California, for Mowing and Edging Services for Parks Facilities in the amount of \$316,800 for the term of October 1, 2025, to September 30, 2027, with the option to extend the agreement for one additional three-year term, not to exceed a total of five years;
2. Authorize 10% change order authority in the amount of \$31,680, for a total contract amount of \$348,480;
3. Authorize the City Manager, or designee, to execute the Agreement with Pacific Coast Landscape & Design, Inc., doing business as Pacific Coast Landscape and Design, including making minor and non-substantiative changes; and
4. Authorize the City Manager, or designee, to execute an optional term extension to the

agreement, provided that the annual amounts are included in the subsequent approved budgets.

## **BACKGROUND:**

The existing agreement with BrightView Landscaping and Design expired on June 30, 2025. To ensure continuity of service and avoid any lapse in park maintenance during the transition to a new contractor, the City solicited three informal bids to provide short-term coverage. The total cost for the three-month interim period remained under \$50,000.

The City also recognized the importance of staggering future contract end dates to avoid having all contracts expire in June. Additionally, transitioning contractors in the middle of the summer is not ideal, as it may impact service quality and negatively affect the experience of park visitors during the busiest season of the year.

## **DISCUSSION:**

Request for Proposal (RFP) No. 2445, was posted on the City's online bidding system, Planet Bids, on February 14, 2025, seeking prospective bidders to provide services for Mowing and Edging Services for the following City Parks:

	Park Name
1	Bobby Bonds Park
2	Bordwell Park
3	Bryant Park
4	Carlson Park
5	Tim Strack Park
6	Fairmount Park
7	Villegas Park

The notification was sent to 345 City of Riverside Vendors and 500 external vendors.

A non-mandatory pre-proposal meeting was held on February 26, 2025, with 19 vendors in attendance. RFP No. 2445 closed on March 20, 2025, with a total of 16 responses. 15 responses were found to be responsive and responsible. Under the guidance of the Purchasing Division, four City staff evaluated the proposals, which resulted in Pacific Coast Landscape & Design, Inc., doing business as Pacific Coast Landscape and Design (PCLD), ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the table below.

Evaluation Criteria	Total Percentage
Qualifications	30%
Pricing	20%
Experience	15%
Professional References	10%
Approach and Methodology	25%

**Evaluation Results**

<b>Vendor</b>	<b>Location</b>	<b>Total Cost</b>	<b>Total Points</b>	<b>Rank</b>
Pacific Coast Landscape & Design, Inc.	Riverside, CA	\$324,000.00	2726	1
Mariposa Landscapes, Inc.	Irwindale, CA	\$327,528.00	2692	2
EMTS, Inc.	Clovis, CA	\$323,808.24	2521	3
Inland Empire Landscape, Inc.	San Bernardino, CA	\$443,808.00	2465	4
Integrity Arborists and Ecoscape, Inc.	Riverside, CA	\$307,123.20	2463	5
BrightView Landscape Services, Inc.	Riverside, CA	\$313,344.00	2406	6
Stay Green Inc.	Santa Clarita, CA	\$426,608.00	2218	7
Greentech Landscape Inc.	Whittier, CA	\$336,000.00	1966	8
Colts Landscape Inc.	Garden Grove, CA	\$407,232.72	1877	9
Ability Counts, Inc.	Corona, CA	\$683,215.00	1765	10
RP Landscape & Irrigation	San Bernardino, CA	\$495,336.00	1744	11
EVOLUTION LANDSCAPING & PLUMBING	Huntington Beach, CA	\$534,969.60	1647	12
Master Landscape & Maintenance, Inc.	Westminister, CA	\$1,318,800.00	1624	13
Greenfield Management- Greenfield Landscaping and Maintenance, Inc.	City of Industry, CA	\$370,368.00	1565	14
S. C. Yamamoto, Inc.	La Habra, CA	\$334,800.00	1503	15
*JAS Landscape LLC	Oxnard, CA	\$355,200.00		16

\*JAS Landscape LLC was deemed un-responsive based on the vendor's failure to meet the specified prerequisite requirements, including the failure to provide satisfactory proof of a Qualified Applicator License.

The City was satisfied with the evaluation results and determined that conducting interviews was unnecessary, given prior successful experience working on multiple projects with the top-ranked company and the fact that their bid was within the City's budget. The City requested a best and final offer from PCLD, which came back at \$316,800 for the initial term, resulting in a cost savings of \$7,200 for the initial contract term.

Purchasing Resolution No. 24101, Section 508 Awards states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals 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."

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101, Section 508 (c).

**FISCAL IMPACT:**

The total impact of this action is \$348,480, which includes a 10% change order authority in the amount of \$31,680 as detailed in Table 1. Sufficient funds for Fiscal Year 2025/26 are budgeted

in the General Fund, Parks, Neighborhood Maintenance Contract account 5215000-421204 and future year's amount will be included in the biennia Fiscal Years 2026/28 budget.

**Table 1.** Contract Allocation

<b>Contract Cost</b>	<b>Fund</b>	<b>Account</b>	<b>Account Number</b>	<b>FY 2025/26</b>	<b>FY 2026/27</b>	<b>Total</b>
Annual Agreement	General	Neighborhood Maintenance Contract	5215000-421204	\$158,400	\$158,400	\$316,800
Change Order Authority	General	Neighborhood Maintenance Contract	5215000-421204	\$15,840	\$15,840	\$31,680
<b>Grand Total</b>				<b>\$174,240</b>	<b>\$174,240</b>	<b>\$348,480</b>

Prepared by: Vanessa Mayne, Senior Administrative Analyst  
 Approved by: Pamela M. Galera, Parks, Recreation and Community Services 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. Agreement
2. Award Recommendation
3. Presentation