



Agenda Report

19-725

Agenda Date: 1/29/2019

REPORT TO COUNCIL

SUBJECT

Action on an Agreement with New Image Landscape Company for Landscape Maintenance and Bus Stop Trash Collection

BACKGROUND

The Department of Public Works (DPW) maintains landscapes in the public right-of-way and at several City owned properties. These properties include facilities such as City Hall and the Triton Museum grounds, Franklin Square complex grounds, Geof Goodfellow Sesquicentennial Park, and medians and park strips throughout the City. DPW also services forty-two (42) public litter containers at Valley Transportation Authority (VTA) bus stops and other locations throughout the City on a weekly basis. DPW utilizes a landscape contractor to supplement the Landscape Division's maintenance efforts at locations such as the side slopes of the Lawrence Expressway overpass at El Camino Real, and median and park strip landscapes along Calabazas Boulevard, Lick Mill Boulevard, Hope Drive, Comstock Drive, Memorex Drive, Laurie Avenue, and Edward Avenue.

Silicon Valley Power (SVP) utilizes a contractor to maintain landscapes at nineteen (19) of their facilities. Starting with this contract, due to its landscape maintenance effort and knowledge, DPW will manage SVP's facilities. The landscape maintenance services include routine maintenance on a regular basis and as needed maintenance associated with repairing irrigation, and removing and replanting dead plant material.

DISCUSSION

Staff utilized a formal Request for Proposal (RFP) selection process to solicit proposals from contractors to provide landscape maintenance services. The RFP was posted on the City's website and remained open for three weeks with proposals due on October 3, 2018. Four (4) proposals were submitted and the qualifications of the proposers were evaluated by staff. One of the proposals was not responsive. The Landscape Maintenance Services RFP Cost Proposal Summary (Attachment 2) provides more detail about the proposals.

The proposals were evaluated by the Department of Public Works' Landscape Division. The criteria utilized to evaluate the proposals included quality and completeness, proposer's experience, references, cost to the City, and responsiveness to the RFP. Based on the evaluation process, New Image Landscape Company was identified as the top ranked firm. New Image Landscape Company has a successful track record of providing similar landscape services for other Bay Area agencies, places an emphasis on quality services and staff training, and is well staffed to perform the services requested.

Routine work covered under the subject Agreement includes maintenance of shrubs, trees, and vines, graffiti removal, weed control, litter pick-up, and trash container service at specified weekly,

monthly, quarterly and bi-annual intervals. Non-routine supplemental work will consist of significant site clean-up, installation of new plants, irrigation repairs, and removal of weeds and sprouts. Non-routine supplemental work will be billed at time and material rates which are included in the contract. The Contractor will prepare an estimate reviewed by City staff and will not commence work without prior authorization from City staff.

Staff is recommending approval of a three-year agreement with New Image Landscape Company. The not-to-exceed value of the contract in the amount of \$850,000 is based on the projected value of routine and non-routine supplemental work at City sites over a three-year period.

ENVIRONMENTAL REVIEW

The action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15301(h) "Existing Facilities" in that the activity consists of the maintenance of existing landscaping.

FISCAL IMPACT

The amount to be paid to the contractor for landscape maintenance services over the three-year term of this agreement shall not exceed \$850,000, subject to annual appropriations. The Public Works Department will spend approximately \$57,720 and SVP will spend approximately \$59,600 per year for routine landscape maintenance services covered under this agreement. The remainder of the spending authority will enable the contractor to perform as-needed work, upon authorization from staff, to provide more thorough maintenance to selected sites that were significantly impacted during the recent drought. The funding for this contract was included in the FY 2018/19 Annual Operating Budget.

COORDINATION

This report has been coordinated with the Public Works Department, SVP, Finance Department, and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Approve and authorize the City Manager to execute an Agreement for landscape maintenance services with New Image Landscape Company for an amount not-to-exceed \$850,000 over a three-year term subject to annual appropriations; and
2. Authorize the City Manager to make minor modifications to the Agreement, including time extensions involving no increase in costs, if necessary.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Agreement
2. Landscape Maintenance Services RFP Cost Proposal Summary