



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Julia H. Cooper

SUBJECT: SEE BELOW

DATE: January 16, 2018

Approved

Date

2/1/18

**SUBJECT: REPORT ON REQUEST FOR PROPOSAL FOR LANDSCAPING
MAINTENANCE SERVICES FOR CIVIC GROUNDS AND SMALL PARKS**

RECOMMENDATION

Accept the report on the Request for Proposal for Landscaping and Maintenance Services for Civic Grounds and Small Parks and adopt a resolution authorizing the City Manager to:

1. Execute an Agreement with Bayscape Management Inc. (San Jose, CA) for Landscaping Maintenance Services for Civic Grounds and Small Parks for an initial twelve-month term commencing on or about February 13, 2018 and ending on or about February 12, 2019 with maximum compensation not-to-exceed \$835,000.
2. Negotiate and execute amendments and/or change orders to add or delete sites, or change service levels due to seasonal changes or budget constraints, subject to the appropriation of funds.
3. Execute up to five one-year options to extend the term of the Agreement with the final option year ending on or about February 12, 2024, subject to the appropriation of funds.

OUTCOME

Preserve the maintenance of small parks and civic grounds so that these amenities continue to be clean, green, and safe for the community.

BACKGROUND

As part of the 2011-2012 budget process, the Department of Parks, Recreation and Neighborhood Services (PRNS) conducted a business case analysis evaluating its service delivery model for providing landscaping maintenance services in small parks. The results of this business case analysis determined that an outsourced contracted model would produce General Fund savings of approximately \$260,000 annually, while maintaining the same level of quality and service. As a result, the 2011-2012 Adopted Operating Budget included a Manager’s Budget Addendum recommendation to outsource landscape maintenance services.

On June 30, 2011, a Request for Proposals was issued and a contract was awarded to Bayscape Management, Inc. for a three-year period, with three one-year options to extend the Agreement. Bayscape has performed successfully, and PRNS plans to continue to outsource this service.

ANALYSIS

Staff released a Request for Proposal (RFP) for Landscaping Maintenance Services through the City’s e-procurement system. Three proposals were received as follows:

- Bayscape Management, Inc., San José, CA
- Brightview Landscape Services, San José, CA
- New Image Landscape, Fremont, CA

After it was established that each proposal met the minimum qualifications as established in the RFP, a five-member evaluation team independently evaluated and scored each proposal against the following criteria; Technical (55%), Cost (35%), and Local and Small Business Preference (10%).

The final scores are demonstrated in the below table:

Evaluation Criteria	Max Points	Bayscape Management, Inc.	Brightview Landscape Services	New Image Landscape
Experience	25	20	20	15
Technical Capabilities	30	22	23	14
Cost Proposal	35	35	27	19
Local Business Enterprise	5	5	5	0
Small Business Enterprise	5	0	0	0
Total	100	82	75	48

The City's RFP process includes a ten-day protest period that commenced when the City issued the Notice of Intended Award. No protests were received.

Award Recommendation Summary: Staff recommends award to Bayscape Management, Inc. who was determined to be the best value service provider for the City's requirements per the evaluation criteria set forth in the RFP. Bayscape Management, Inc. submitted the lowest cost proposal as well as a detailed and comprehensive technical proposal that met or exceeded the RFP requirements in the following key areas:

- Demonstrated experience through existing City agreements with the Department of Parks, Recreation, and Neighborhood Services and the Department of Transportation.
- A comprehensive management and staffing plan ensuring optimal maintenance levels and cost efficiencies.
- A comprehensive plan for integrated pest management (IPM) ensuring the services provided are in line with City IPM policies and procedures.

Wage Requirements: Bayscape Landscape Management will be required to pay the City's living wage rates and the California Department of Industrial Relations established prevailing wage rates, as applicable.

Summary of Agreement: Bayscape Management, Inc. will provide all management, supervision, labor, materials, and equipment required for the work to be performed under contract for the detailed scope of services. The initial term of the agreement will be for one year with five, one-year options to renew. Compensation shall be fixed for the initial one-year term and paid monthly in arrears upon City's inspection and acceptance. After the initial one-year term, prices may be adjusted annually conditional upon Bayscape Management, Inc. demonstrating that an increase is justified and subject to acceptance by the City. The agreement includes a termination for convenience clause that will allow the City to terminate the agreement at any time and for any reason with thirty days written notice.

EVALUATION AND FOLLOW-UP

This memorandum will not require any follow-up from staff.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the February 13, 2018 Council Agenda.

COORDINATION

This memorandum was coordinated with the Department of Parks, Recreation, and Neighborhood Services, Department of Public Works/Office of Equality Assurance, the City Manager’s Budget Office, and the City Attorney’s Office.

COMMISSION RECOMMENDATION

No commission recommendation or input is associated with this action.

FISCAL/POLICY ALIGNMENT

This action is consistent with the City’s 2017-2018 Adopted Operating Budget City Services Areas Delivery Framework , “to serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods.”

COST SUMMARY/IMPLICATIONS

The following outlines the elements of the contract.

- 1. AMOUNT OF RECOMMENDATION: \$835,000
- 2. COST ELEMENTS OF AGREEMENT/CONTRACT:

Description	Year One Cost
Maintenance of Landscaping Areas	\$534,564
Weed Control, Debris and Litter Control	\$172,704
Maintenance of Irrigation Systems	\$65,796
Playground Area and Equipment Inspection	\$21,936
Supplemental Services	\$17,150
Acreage Price for Maintenance Services (New Locations Added)	\$850
Miscellaneous Materials/Parts @ Cost Plus Markup	\$22,000
Total	\$835,000

- 3. SOURCE OF FUNDING: Fund 001: General Fund

4. **FISCAL IMPACT:** This awarded contract will be 100% supported by the General Fund and ensures continuity of small park maintenance services.

BUDGET REFERENCE

The table below identifies the fund and appropriations to fund the contract recommended as part of this memo and remaining project costs, including project delivery, construction, and contingency costs.

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	2017-2018 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	0642	PRNS: Non-Personal / Equipment	\$ 21,204,111	\$835,000	731	10/17/2017 Ord. No. 30014

CEQA

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/
JULIA H. COOPER
Director of Finance

For questions please contact Mark Giovannetti, Deputy Director of Finance, at (408) 535-7052.

