

REPORT TO THE CITY COUNCIL



DATE: March 19, 2019

TITLE: Award Contract for Zone 3 and Zone 4 - Landscape Maintenance and Operations Services

Prepared by: Nick Haecker Public Works Manager

Reviewed by: Daniel Porras Public Works Director

RECOMMENDATION

- 1) Award the Landscape Maintenance and Operation Services Contract for Zone 3 - Midtown, and Zone 4 – East Desert Hot Springs, to the most qualified bidder, Desert Concepts; and
- 2) Authorize the City Manager to execute an agreement between Desert Concepts and the City of Desert Hot Springs in an amount not to exceed \$166,092.00 plus a 10% contingency of \$16,609.20 for Zone 3, and an amount not to exceed \$46,392.00 plus a 10% contingency of \$4,639.20 for Zone 4, for landscaping and lighting, drainage and community facilities districts and other site maintenance.

DISCUSSION

In an effort to create a more efficient and productive landscape maintenance program City-wide, Staff grouped the multiple Landscape Maintenance Districts (LMD) and Drainage Assessment Districts (DAD) districts into the following four (4) zones;

- Zone 1 – Desert View
- Zone 2 – West Desert Hot Springs
- Zone 3 – Midtown
- Zone 4 – East Desert Hot Springs.

Geographical locations of the LMDs and DADs determined what districts went to which zones. The development of zones is to encourage new bidders, more focused scope of work, and competitive workmanship.

On December 22, 2018, Staff issued a Request for Bid Proposals (RFP) for Landscape Maintenance and Operations services for each of the 4 Zones. The Notice Inviting Bids was posted on the City's website, in the local newspaper and with Planit Reprographics, a local valley clearing house for public bid solicitations.

On January 10, 2019, Staff held a mandatory pre-bid meeting where Staff gave expectations of the RFP, the scope of work, and reviewed in detail the selection process and scoring. All questions from the bidders in attendance were answered.

On January 22, 2019 proposals from four (4) bidders were received for each of the four (4) Zones. Staff reviewed and scored each proposal based on the following scoring criteria;

1. Contractor's understanding and expectations of the RFP (20 POINTS)
2. Contractor's prior experience (20 POINTS)
 - Deliverables: Submit references, past projects, past contracts, etc.
3. Contract on-site staff qualifications (20 POINTS)
 - Deliverables: Submit staff qualifications, resumes, etc.

4. Provide a complete staff work schedule (20 POINTS)
 - Deliverables: Submit staff schedule per location
5. Responsible cost to fulfill the RFP expectations (20 POINTS)

All scores were tabulated, and the highest scoring proposal was selected as the most qualified bidder. After the most qualified bidder was selected Staff reviewed and compared the total cost of services and the results were as follows:

ZONE 3 – MIDTOWN

Ranking	Bidder	Total Score	Total Annual Bid Amount
1	Desert Concepts	95	\$ 166,092
2	Mariposa Landscaping	90	\$ 146,364
3	Kirkpatrick	60	\$ 106,932
4	Urban Habitat	30	\$ 109,437.96

ZONE 4 – EAST DESERT HOT SPRINGS

Ranking	Bidder	Total Score	Total Annual Bid Amount
1	Desert Concepts	95	\$ 46,392
2	Mariposa Landscaping	80	\$ 81,600
3	Kirkpatrick	60	\$ 61,392
4	Urban Habitat	40	\$ 66,225.96

After Staff's review, the most qualified bidder for Zone 3 and Zone 4, it was determined to be Desert Concepts. Staff then reviewed the and compared the total costs and found Desert Concepts costs to be competitive when compared to the others. Staff verified the references submitted by Desert Concepts and all references that responded had positive comments.

Staff is recommending that the City Council award the Landscape Maintenance and Operation Services Contract for Zone 3 - Midtown and Zone 4 – East Desert Hot Springs to the most qualified bidder, Desert Concepts, and authorize the City Manager to execute an agreement between Desert Concepts and the City of Desert Hot Springs in an amount not to exceed \$166,092.00 plus a 10% contingency of \$16,609.20 for Zone 3 and an amount not to exceed \$46,392.00 plus a 10% contingency of \$4,639.20 for Zone 4, for landscaping and lighting, drainage and community facilities districts and other site maintenance.

The term of the contract shall commence upon execution by the City Council and continue for a term of two (2) years. The City reserves the option to extend the contract(s) administratively under the same terms and conditions for a maximum of two (2) additional one-year terms at current price levels.

FISCAL IMPACT

There is enough funding budgeted in each of the Landscape Maintenance District & Drainage Assessment District for Fiscal Year 2019-2020 to cover the landscaping costs as proposed in funds (502;507 and 556). The General Fund will need to subsidize additional funds to cover the expenses for the City-Wide Medians and Parks in the Citywide Lighting Maintenance District for Fiscal Year 2019-2020 for an estimated amount of \$105,200.00 using General Fund Balance at year end.

EXHIBIT(S)

- 1) Notice Inviting Bids - Zone 3 – Midtown
- 2) Notice Inviting Bids – Zone 4 – West Desert Hot Springs
- 3) Pre-Bid Meeting Attendees

- 4) Scope of Work – Zone 3 – Midtown
- 5) Desert Concepts Bid – Zone 3 - Midtown
- 6) Scope of Work – Zone 4 – East Desert Hot Springs
- 7) Desert Concepts Bid – Zone 4 – East Desert Hot Springs