



**DATE:** January 17, 2023

**TO:** Mayor and City Council

**FROM:** Director of Maintenance Services

**SUBJECT:** Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute a Landscape Maintenance Contract for Prominence Lighting and Landscape District #3 with Brightview Landscape Services, in an Annual Amount of \$99,554 and Approving an Additional \$20,000 Annually for Contingencies

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute a landscape maintenance contract for Prominence Lighting and Landscape District (LLD) #3 with Brightview Landscape Services in an annual amount of \$99,554 and approving an additional \$20,000 annually for contingencies.

## **SUMMARY**

A request for quotes (RFQ) was issued on September 15, 2022 to seek an experienced and qualified landscape contractor who is specially trained, experienced, and competent to perform landscape maintenance in accordance with the terms, conditions and specifications contained in the RFQ staff issued for contracted landscape maintenance within Prominence Community LLD #3.

The project scope includes 169,372 square feet of existing mature landscaping. A total of two quotes were received; staff recommends executing the landscape maintenance contract with Brightview Landscape Services in an annual amount of \$99,554. The term of this agreement will be effective February 6, 2023, through June 30, 2024. The City will have the option to extend the contract for up to three one-year extensions through June 2027. If the City chooses to exercise the option to extend the agreement, the annual base amount of \$99,554 would be subject to a CPI increase for each extension. This additional CPI increase is factored into the LLD #3 budget presented to the Council annually. Staff is requesting an additional \$20,000 annually for contingencies and unforeseen infrastructure repairs within the district.

## **BACKGROUND**

The Prominence Lighting and Landscape District (LLD) is one of nineteen LLDs for which the City's Maintenance Services Landscape Division administers the landscape maintenance contract. With input from the Prominence residents and their landscape committee, staff determined that the current maintenance contractor has not performed maintenance in accordance with the agreed upon specifications in the RFQ. After discussions with the vendor and community members, it was agreed upon that the issuance of a new RFQ and ultimately, the award of contract to a new vendor was the best course of action. The RFQ was developed with input from the Prominence landscape committee to provide quality landscape maintenance services for the Prominence community at the best possible price.

This report seeks approval to award a landscape maintenance contract for Prominence LLD #3 based on results of the most current RFQ and in accordance with the City's purchasing and procurement policies. Two vendors responded to RFQ #2306-091522, with quotes ranging from \$99,554 to \$117,600.

### **Vendor Bid Amounts**

<b>VENDOR</b>	<b>MONTHLY</b>	<b>YEARLY</b>
BRIGHTVIEW	\$ 8,296	\$ 99,554
NEW IMAGE	\$ 9,800	\$117,600

### **SUSTAINABILITY FEATURES**

Prominence LLD #3 includes landscape improvements that have the following sustainability features:

1. Water Conservation - The districts irrigation includes weather-based controllers to conserve water resources based on the weather and amount of rain received.

### **STRATEGIC ROADMAP**

This agenda item contributes to the following Strategic Priorities:

1. Combat Climate Change – Improve sustainable practices and increase green spaces.
2. Support Quality of Life – Optimize City services and clean and beautify the City.

### **FISCAL AND ECONOMIC IMPACT**

The term of this agreement will be through June 2024 with the option for up to three (3) one-year extensions through June 2027. Funds for the new contract amount of \$99,554 are available and appropriated in the FY 2023 adopted budget. Staff is requesting an additional \$20,000 annually for contingencies and unforeseen infrastructure repairs within the district. Maintaining high quality landscape maintenance in our neighborhoods will sustain an overall positive aesthetic in the City; this request will be included in future budget cycles.

## **NEXT STEPS**

If Council approves the attached resolution, the City Manager will execute the agreement with Brightview according to the terms described in this report.

*Prepared by:* Liz Sanchez, Management Analyst II

*Recommended by:* Richard Nield, Landscape Maintenance Manager  
Todd Rullman, Director of Maintenance Services

Approved by:

A handwritten signature in black ink, appearing to read 'Kelly McAdoo', with a long horizontal stroke extending to the right.

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Kelly McAdoo, City Manager