

City of Culver City, California
Redevelopment Agency Agenda Item Report

Meeting Date: 11/05/07		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of Award of Landscape Maintenance Contract for Redevelopment Agency Owned Properties.			
Contact Person/Dept.: John Fisanotti		Phone Number: (310) 253-5767	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: All responding landscape maintenance contractors (10/22/07) and Master Notification List (10/31/07).			
Department Approval: Sol Blumenfeld (11/1/07)		Executive Director Approval: Jerry B. Fulwood (10/31/07)	
Fiscal Impact Approval: Marlee Chang (by N. Kimball)(10/31/07)			

RECOMMENDATION:

Staff recommends the Culver City Redevelopment Agency ("The Agency") approve a contract for two years with Merchants Landscape Services, Inc., for landscape maintenance services for Agency owned properties, at a cost not-to-exceed \$140,300.

BACKGROUND:

The Agency has contracted for landscape maintenance services to maintain the various properties it has acquired. On December 19, 2005, the Agency awarded an extension to a contract with Proscape Landscape to continue servicing Agency properties until July 2007. With the expiration of the contract, staff solicited four firms to submit proposals for a new two-year contract. Proposals were due by September 25 2007. Two firms responded to the Request for Proposal. Subsequent to the proposal deadline, each firm submitted a revised proposal. Proscape has also performed work under contract to the City of Culver City.

DISCUSSION:

Attachment No. 1 to the staff report is the scope of work required to maintain 13 specified properties. The list of properties to be maintained currently is in Attachment No. 2. The number of properties to be maintained during the course of the contract can vary as the Agency buys or sells various parcels. For that reason, the total dollar value of the contract exceeds the sum of the proposed monthly fee for the two year period. In other words, an allowance is requested to cover the cost

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of additional properties which may be added to the Scope of Work during the term of the contract. Of course, as a property is sold, it is removed from the Scope of Work which results in a cost reduction.

By the September 25, 2007 deadline the two proposals which were received indicated the following monthly costs to maintain the 13 specified properties:

Monthly Cost

Company	First Year	Second Year
Proscape Landscape	\$5,073.00	\$5,326.65
Merchants Landscape	\$3,762.00	\$3,913.00

Each company was allowed to submit a revised proposal and by October 11, 2007, revised proposals were received from each company with the following results:

Monthly Cost

Company	First Year	Second Year
Proscape Landscape	\$3,998.00	\$4,197.90
Merchants Landscape	\$4,457.00	\$4,536.00

The results of the revised proposals reversed the results of the original proposals.

Last summer, (June 25, July 2 and July 16, 2007) the Culver City City Council heard public comment consisting largely of complaints regarding the poor performance of Proscape in maintaining property within certain landscape maintenance districts within the City. After taking into account cost and Proscape's past performance staff's recommendation is to go in a new direction and recommend a contract with Merchants. Although the proposal by Merchants is more costly, it amounts to approximately \$5,508 more in the first year and \$4,056 more in the second year. If it buys better service, then the additional money will provide better value.

The sum of the monthly maintenance cost based upon the revised proposals and the current list of 13 properties is as follows:

Company	Office Location	Sum of Monthly Cost for 24 months
Merchants Landscape Services, Inc.	Sun Valley, CA	\$107,916.00
Proscape Landscape	Signal Hill, CA	\$98,350.80

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The sum of monthly cost for 24 months listed in the table is the sum of the monthly fee in the first year multiplied 12 times, plus the sum of the monthly fee in the second year multiplied 12 times. The recommended not-to-exceed total value for the contract adds another 30% to cover the expense of new properties added to the Scope of Work as the need occurs, or for non-routine, as needed service. For example, none of the properties in the Washington/National area which the Agency is acquiring are currently in need of landscape maintenance services and are not included in the monthly cost. If needs or conditions change, then some or all may be added to the Scope of Service and the monthly expense will rise. Therefore, it is practical to have a cushion in the contract amount because of the need to be flexible.

Closely related to landscape maintenance is the larger issue of overall property management. Over the years, responsibility for management of the Agency owned property has shifted from the Real Estate Coordinator to the Economic Development Administrator. Today, neither position exists so staff is working to hire a person dedicated to this task. A Request for Proposal for property management services is under preparation and staff will soon be requesting Agency authority to solicit for these services. In the meantime, the property management function has been carried out by a combination of temporary contract employees and existing Agency staff. Staff is committed to making bi-weekly visits to all Agency properties in order to attend to maintenance and security issues as quickly as possible.

FISCAL ANALYSIS:

The total proposed agreement not-to-exceed \$140,300 is for a two-year term (i.e. approximately \$70,150 per year). Landscape services at Agency-owned properties is a regularly budgeted item and sufficient funds have been included in the adopted 2007-08 and approved 2008-09 Redevelopment Agency Budget (Account No. 55091000.619800) for this service contract.

ATTACHMENTS:

1. Scope of Work.
2. List of Properties
3. Cost Proposals Received.

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MOTION:

That the Culver City Redevelopment Agency:

1. Approve a two-year contract with Merchants Landscape Services, Inc., for landscape maintenance services, in a form approved by Agency General Counsel, at monthly cost of \$4,457 for the 13 properties currently specified in the Scope of Work in the first year, and \$4,536 for the same Scope of Work in the second year, with a two-year total, not-to-exceed cost of \$140,300.00; and
2. Authorize the Agency General Counsel to review/prepare the necessary documents and authorize the Executive Director to execute those documents on behalf of the Agency; and
3. Authorize the Executive Director to modify the Scope of Service as properties and needs change subject to the total maximum compensation.