



City of Culver City

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Staff Report

File #: 19-146, **Version:** 2

Item #: C-6.

CC - Approval of an Amendment to an Existing Professional Services Agreement with Marina Landscape Services Inc. for City-Wide Landscape Maintenance Services to include the Baldwin Avenue Rain Garden Rehabilitation Landscaping and Irrigation Services.

Meeting Date: August 27, 2018

Contact Person/Dept: Lee Torres/ Public Works

Phone Number: 310-253-6457

Fiscal Impact: Yes ☐ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☒

Action Item: ☐

Attachments: ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (08/21/18);

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (08/16/18)

RECOMMENDATION

Staff recommends the City Council approve an amendment to an existing professional services agreement with Marina Landscape for City-wide landscape maintenance services in the amount of \$508,008 to include landscaping and irrigation services not to exceed \$36,703.35 for the Baldwin Avenue Rain Garden Rehabilitation Project.

BACKGROUND/DISCUSSION

In June 2012, with funding from Santa Monica Bay Restoration Commission's Proposition 50 Grant, four rain gardens were constructed in the parkway of both the west and east side of Baldwin Avenue to intercept run-off from impervious areas from entering Ballona Creek. Due to erosion and settlement, the rain gardens require rehabilitation to ensure pollutants continue to be diverted from Ballona Creek. To resolve existing degradation issues, staff designed a rehabilitation plan. City Council approved final plans and specifications and authorized the publication of a notice inviting bids for the Baldwin Avenue Rain Garden Rehabilitation Project.

On August 10, 2017, the City Clerk's office staff publicly opened bids. One contractor, Access Pacific, inc., responded with a bid amount of \$81,550 that exceeded the approved total budget of \$50,000.

On September 11, 2017, the City Council rejected the bid proposal and approved the republication of a notice inviting bids for the project.

On December 14, 2017, the City Clerk publicly opened bids with one bid proposal from STL Landscape, Inc. in the amount of \$98,000, which exceeded the approved total budget.

With bids continually exceeding budget, on March 13, 2017, the City Council approved staff's request to construct the project internally. Public Works Maintenance Operations Division will perform excavation, backfill, grading, installation of catch basins, and installation of concrete pavers while a contractor will be hired for landscaping and irrigation related work only.

On June 14, 2018, Request for Proposals (RFP) Number 1824 for landscaping and irrigation service was published. In July 2018, Marina Landscape was awarded the contract with the Environmental Programs and Operations Division for services not to exceed \$36,703.35.

At the July 23, 2018 City Council meeting, the Parks, Recreation and Community Services Division received approval from Council for a maintenance agreement with Marina Landscape for City-wide landscape maintenance services in the amount of \$508,008.

To enable both divisions, the Environmental Programs and Operations Division (EPO) and the Parks, Recreation and Community Services Division to fulfill their contractual obligations, Public Works EPO is requesting an amendment to the Professional Services Agreement with Marina Landscape for City-wide landscape maintenance services to include the Baldwin Avenue Rain Garden Rehabilitation landscaping and irrigation related work.

FISCAL ANALYSIS

Services for the Baldwin Avenue Garden Rehabilitation Project and City-wide Landscape Maintenance Services are distinct services and will be funded accordingly:

Baldwin Avenue Garden Rehabilitation Project

Baldwin Avenue Rain Garden Rehabilitation Project, PR-003 will be funded using account 43480000.730100.PR003 and not to exceed contract amount of \$36,706.35. This project is grant funded. Services would be for one year only.

City-wide Landscape Maintenance Services

The amount for two years of landscape maintenance services at the Parks Division managed locations is \$466,507.34, or \$233,253.87 annually. There are currently sufficient funds in the City Council Adopted Fiscal Year 2018/19 Budget in account number 10130300.619800 (Parks Division / Other Contractual Services) for this expense.

The amount for two years of landscape maintenance services at the Community Development Department (CDD) managed locations is \$41,500.66, or \$20,750.33 annually. CDD accounts that

have been identified for these expenditures include 10150120.619800 (Economic Development / Other Contractual Services), 42516510.619800 (West Washington Landscape Maintenance District #1 / Other Contractual Services) and 42516520.619800 (West Washington Landscape Maintenance District #2 / Other Contractual Services).

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Marina Landscape Services, Inc. for City-Wide Landscape Maintenance Services to include the Baldwin Avenue Rain Garden Rehabilitation Landscaping and Irrigation Services;
2. Authorize the City Attorney to review and prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.