



# City of Culver City

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## Staff Report

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**File #:** 23-821, **Version:** 1

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**CC - CONSENT ITEM:** (1) Approval of an Agreement with Marina Landscape for City-Wide Landscape Maintenance Services in the Amount of \$ 766,230 for a Two-Year and Seven-Month Period Beginning May 1, 2023 through December 31, 2025, with the Option of Two One-Year Extensions as Approved by the City Manager; (2) Authorization to the City Manager to Approve Amendments to Such Agreement up to an Additional Amount Not-to-Exceed \$139,128, or 20% of the Base Agreement Amount.

**Meeting Date:** April 10, 2023

**Contact Person/Dept:** Dani Cullens/PRCS

**Phone Number:** (310) 253-6471

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Attachments:** Yes ☐ No ☒

**Public Notification:** (Email) Meetings and Agendas - City Council (04/05/2023)

**Department Approval:** Armando Abrego, PRCS Director (03/29/2023)

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### **RECOMMENDATION**

Staff recommends the City Council approve an agreement with Marina Landscape for City-wide landscape maintenance services in the amount of \$766,230 for a period of two-year and seven-months beginning May 1, 2023 through December 31, 2025, with the option of two one-year extensions as approved by the City Manager; (2) authorize the City Manager to approve amendments to such agreement up to an additional amount not-to-exceed \$139,128, or 20% of the base agreement amount.

### **BACKGROUND/DISCUSSION**

Request for Proposals (RFP) Number 2311 for City-wide landscape maintenance services was published on February 2, 2023. The sites included in the RFP were as follows:

*Locations Managed by the Parks Division of the Parks, Recreation and Community Services Department:*

- 1) Culver City - City Hall, Police Station, Fire Stations #1, #2 and #3
- 2) Downtown Streetscape
- 3) Culver City Landscape Maintenance Districts
- 4) Culver City City-Wide Landscape Areas
- 5) Town Plaza
- 6) National Blvd. Metro Bike Path
- 7) Kinston Avenue Greenbelt
- 8) Centinela/Bristol Greenbelt
- 9) Brush Clearance

*Locations Managed by the Economic Development Department:*

- A) Machado Rd.
- B) Ivy Substation/Media Park
- C) 12337-12324 Washington Blvd/4061 Centinela Ave, 4064 Colonial Ave.
- D) Pleasant View Site 11054-11056 Washington
- E) 6301 Bristol Parkway
- F) 12601 Washington Blvd.
- G) Sepulveda Village Business District
- H) W. Washington Phase I
- I) W. Washington Phase II
- J) One Time Improvements

Also, the Blackwelder/Ballona Creek Annual Clean-Up

*Locations Managed by the Transportation Department:*

Culver City Bus Stops

The annual costs listed in the fully completed proposals, as opened by City Staff on March 9, 2023, were:

\$269,280.00 - Marina Landscape Services, Inc.  
\$444,000.00 - SGD Enterprises DBA Four Seasons Landscaping  
\$344,630.00 - Mariposa Landscapes, Inc.  
\$677,112.90 - BrightView

In addition to the annual costs, special projects and plantings will need to be performed on an as-needed basis. These projects come with additional costs of \$27,325 annually and include the following materials:

- A) Purchase and install 15 generic 24-inch box trees
- B) Purchase and install 75 generic 15-gallon plants
- C) Purchase and install 150 generic 5-gallon plants
- D) Purchase and install 100 generic dirt flat of ground covers
- E) Purchase and install 50 annual or perennial 4-inch color packs

Marina Landscape provided landscape maintenance services for the City's parks, medians, public facilities, and streetscape areas from 2009 until the company was acquired by BrightView

Landscapes, LLC, in 2017. Marina Landscape was reestablished and the original management team and many of the same employees, whom the City worked with from 2009 to 2017, have been providing landscape services for the City since July 2018. Staff is recommending that the City Council approve an agreement with Marina Landscape for City-wide landscape maintenance services based on the results of the RFP, positive feedback from references, and a history of excellent performance and accountability in working with the City in the past.

## **FISCAL ANALYSIS**

The amount for the term of the landscape maintenance services contract for the locations managed by the Parks Division is \$606,772.30, or \$234,879.60 annually . The amount for the special projects to be performed on an as-needed basis throughout the term of the contract is \$70,589.58, or \$27,325 annually . There are sufficient funds in the Adopted Budget for Fiscal Year 2022/2023 in Account #10130300.691800 (Parks Division - Other Contractual Services) for this expense. Funding for future years of the agreement will be included in future fiscal year budgets.

The amount for the term of the landscape maintenance services contract for the locations managed by Economic Development Department (EDD) is \$51,667.70, or \$20,000.40 annually. The Adopted Budget for Fiscal Year 2022/2023 includes sufficient funding for these services in Account #10150120.619800 (Economic Development - Other Contractual Services), Account #42516510.619800 (West Washington Landscape Maintenance District #1 - Other Contractual Services) and Account #42516520.619800 (West Washington Landscape Maintenance District #2 - Other Contractual Services).

Funding for future years of the agreement will be included in future fiscal year budgets.

The amount for the term of the landscape maintenance services contract at bus stops along Washington Blvd is \$37,2000, or \$14,400 annually. There are currently sufficient funds in the Adopted Budget for Fiscal Year 2022-2023 in Capital Improvement Project #PS017 (Tactical Mobility Lane) for this expense.

City staff is also requesting the authority to approve up to 20% of the base contract amount, \$139,128, as contingency. This additional 20% is being requested because in the past staff has encountered urgent situations that could not have been anticipated when developing the landscape maintenance services regular scope of work. For example, water main breaks, auto accidents that damage irrigation devices and/or plantings, extreme weather conditions and other such occurrences often require immediate attention.

To calculate the total cost for the 2 year and 7 month term of the agreement, the annual totals were combined for each of the three departments and divided by 12 months to generate a monthly total. The monthly total was then multiplied by 31 months.

## **ATTACHMENTS**

None.

**MOTION**

That the City Council:

1. Approve an agreement with Marina Landscape for City-wide landscape maintenance services in the amount of \$766,230 for a two-year and seven-month period beginning May 1, 2023, with the option of two one-year extensions as approved by the City Manager; and,
2. Authorize the City Manager approve amendments to such agreement up to an additional amount not-to-exceed \$139,128 or 20% of the base agreement amount; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.