

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Contract with AtWork! for Park Landscape and Maintenance Services in the Amount of \$224,404.30 and with TruGreen Landcare for Right-of-Way Vegetation Maintenance in the amount of \$110,272.50
<b>DEPARTMENTS:</b>	Parks, Recreation, and Cultural Services Public Works
<b>PRESENTED BY:</b>	Kirk Peterson, Parks Superintendent Jesus Sanchez, Public Works Operations Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City of Shoreline maintains and operates the park system and street right-of-ways using full-time and seasonal staff as well as contracted professional services. Since incorporation, it has been the City's strategy to contract for routine maintenance services if the function can be accomplished at a lower cost than by using City staff.

City employees perform most of the major and minor repairs, while contractors perform the routine grounds maintenance tasks. The contracted work in the park system includes mowing, weeding, line trimming, fertilizing, aerating, and overseeding. In the right-of-way, the contracted tasks are weeding and shrub maintenance. All maintenance functions performed by contractors in parks and right-of-way are pesticide free. This has been clarified in both contracts and was stated clearly in the bid documents and during the pre-bid site visits.

**Previous Contracts**

The former parks maintenance and landscape services contract began January 1, 2010 and had a one-year term, with an option to renew on an annual basis for up to four years. Vinson Brothers Corporation held the parks landscape and maintenance services contract, and earlier this year gave official notice they did not wish to renew the contract in 2013. Additionally, the Public Works Department received notice from its contractor, Northwest Center, noting that since the City had decided to preclude the use of herbicides as part of vegetation management, they could not afford to continue with the current contract, and gave notice to terminate in March 2013.

The contract bid specs provided the opportunity for contractors to bid for park maintenance and street right-of-way maintenance either as a package or individually. The City received eight bids for the park maintenance contract and three bids for the right-of-way maintenance contract.

**RESOURCE/FINANCIAL IMPACT:**

The City's 2013 adopted budget includes a total of \$368,599 for landscape services for parks and City right-of-way. The General Fund has \$169,455 allocated for park landscape services and the City Street Fund has \$199,144 in its professional services line item for street right-of-way vegetation management. The total of the two contracts recommended for award total \$334,676.80. This is within the overall 2013 Budget, although a budget amendment will be required to transfer monies between the General Fund and the Street Fund. Given that the contract award for street right-of-way maintenance is less than what was included in the 2013 budget and the parks amount is greater than its budget, staff will prepare a budget amendment to transfer \$54,950 from the Street Fund to the General Fund in order to provide adequate budget for the park maintenance contract. This budget amendment will be included in the carryover and budget amendment action item scheduled for Council action on April 15.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to accomplish the following items :

- Execute a contract with Atwork! for park landscape and maintenance services in the amount of \$224,404.30, with the option to renew for three additional one-year terms;
- Execute a contract with TruGreen Landcare for right-of-way landscaping vegetation management services in the amount of \$110,272.50, with the option to renew for three additional one-year terms
- Prepare a budget amendment for Council adoption to transfer \$54,950 from the City Street Fund right-of-way maintenance budget to the General Fund park landscape budget.
- Set aside an additional \$10,000 as contingency in the City Street Fund right-of-way maintenance budget for any unforeseen items that may require an increased level of vegetation management service.
- Transfer the remaining balance of \$23,922 from the 2013 City Street Fund right-of-way maintenance budget to the City Street Fund contingency account.

Approved By:           City Manager **JU**   City Attorney **IS**

## **INTRODUCTION**

The purpose of this report is to award the landscape and maintenance services contract for City parks and street right-of-ways.

## **BACKGROUND**

Vinson Brothers Corporation held the previous Parks' landscape and maintenance services contract. In January 2013, they gave notice to the City that they did not wish to renew the contract. Additionally, the Public Works Department received notice from its contractor, Northwest Services, noting that since the City had decided to preclude the use of herbicides as part of vegetation management, they could not afford to continue with the current contract, and gave notice to terminate in March 2013.

Since the City's Public Works and Parks Departments were both in the process of bidding landscape maintenance work at the same time, the two departments decided to bid park maintenance as well as public works street vegetation maintenance together in an attempt to receive the best bids for both services and provide an opportunity for vendors to bid on both services at the vendor's option. The contract bid specs provided the opportunity for contractors to select possible options, such as bidding for only the parks' portion, bidding for the street right-of-ways portion, or bidding on the combined Parks and Public Works vegetation maintenance contract. Although separate bids were received, the Public Works vegetation management bid was lower than in past years (see bid chart later in this report).

## **DISCUSSION**

The Parks Department contracts for many of its landscape maintenance activities including mowing, line trimming and shrub bed maintenance for twenty-seven park locations. This contract will include the newly created Sunset Park.

The park services contract specify mowing to occur once per week, beginning in March through the first week in November. Line trimming is scheduled twice per month, beginning in March through the first week in November, and shrub bed maintenance varies depending on location, although most locations receive bi-monthly shrub bed maintenance.

Past landscape maintenance contracts have included aeration, fertilization and overseeding of specified areas of athletic field turf. This service is needed to keep areas of athletic turf safe for sports-related activities. These areas receive high volumes of use, which cause compaction and very muddy playing conditions. By providing aeration, overseeding and fertilization, along with other best management practices such as irrigation, staff provides safe, useable athletic field turf conditions. Aeration, fertilization and overseeding of athletic turf was done as a bid additive as this is one area where staff anticipated it may be more cost efficient to provide the service in-house. The bid results proved that contracting continued to be a cost effective way to provide the service.

To analyze and capture the cost implications, staff bid the landscaping and maintenance services contract in the following manner.

### **Landscape and Maintenance Services – Section 1**

Twenty-seven park site locations, including mowing, line trimming and landscape shrub bed maintenance.

#### ***Additive Bid Item # 1***

Aeration, fertilization and overseeding of athletic field turf at nine sites.

### **Landscape and Maintenance Services – Section 2**

#### **Bid Items (Schedule A)**

The right-of-way work in the contract includes, but is not limited to mowing, weed removal, litter removal, pruning, trimming, sweeping and blowing of parking strips, tree wells and sidewalks amenity strips, roadway medians on approximately sixty (60) curb miles of arterial (including Aurora Ave N) and bi-monthly weed and litter removal. The vegetation along sidewalks and arterials will be trimmed back to the sidewalk and maintain a minimum height of eight feet above the walkway to prevent visual barriers.

#### ***Additive Bid Items – Schedule B***

Schedule B included median maintenance for the newly completed section of Aurora N. from 185<sup>th</sup> through 193<sup>rd</sup> at the YMCA driveway. This includes the education center at the corner of 192<sup>nd</sup>.

### **Bid Timeline & Results**

The bid process was initiated on January 18. On January 29, Parks' staff conducted a pre-bid conference which detailed the maintenance activities in the park landscape and maintenance schedule.

Following the pre-bid conference, an all-day tour was conducted where each of the twenty-seven park sites was visited. Areas of maintenance and maintenance requirements were explained to potential bidders during the site tours. Nine companies attended the park site tour and pre-bid conference.

Public Works held a pre-bid conference, conducting a three-hour guided driving tour of the sixty miles of right-of-way maintenance locations throughout the City, including several sample traffic circles. Six companies attended the Public Works' site tour and pre-bid conference.

The bid submittal deadline was February 14, 2013 at 11:00 AM. Eight companies submitted bids for the Parks portion of the landscape contract; three companies provided bids for the Public Works portion of the landscape contract. The results are as follows:

**Bid #7082**  
**Landscaping and Maintenance Services**  
**February 14, 2013**

Company Name	Parks Section 1	
	Base Bid Amount	Additive #1 Bid Amount
AtWork!	\$210,081.70	\$14,322.60
Total Landscape Corp.	\$226,023.00	\$44,366.12
Earthworks Landscape Services, Inc.	\$237,663.18	\$72,037.86
Evergreen Landscape Maintenance	\$243,668.16	\$11,278.50
Plantscapes	\$247,635.35	\$117,485.84
TruGreen Landcare	\$269,189.81	\$21,600.15
SMS	\$402,124.19	\$3,175.50
Westgro Corporation	\$489,087.23	\$29,418.27

Company Name	Right-of-Way Section 2	
	Schedule A Bid Amount	Schedule B Bid Amount
TruGreen Landcare	\$100,672.50	\$9,600.00
SMS	\$136,139.00	\$741.00
Total Landscape Corp.	\$228,739.30	\$14,327.05

After reviewing the bids, checking references and conducting a qualifications review, the staff is recommending that Atwork! be awarded the park maintenance portion of the Landscape and Maintenance Services bid and that TruGreen Landcare be awarded the right-of-way maintenance section of the Landscape and Maintenance Services bid. This recommendation is based upon bid amount, reference checks, site inspections of their work and their ability to provide the services specified in the bid documents.

The Landscape and Maintenance Services Contract has provisions that allow additional services to be added for maintenance once construction of capital projects is completed.

**STAKEHOLDER OUTREACH**

The City's stakeholders and Council have provided staff with valuable input regarding their concern with the use of pesticides on public lands. The landscape and maintenance services contract presented to Council tonight specifically forbid contractors from using any chemical in the maintenance activities specified in this contract. Contractors are required to use best management practices - in particular, manual and cultural means for weed control.

Manual means include hoeing or hand removal of weeds. Cultural means include the mulching of shrub beds to suppress weeds as well as the planting of native plant materials which grow vigorously and shade out weed plants.

### **RESOURCE/FINANCIAL IMPACT**

The City's 2013 adopted budget includes a total of \$368,599 for landscape services for parks and City right-of-way.

The former parks landscape and maintenance services contract with Vincent Brothers Corporation that expired on January 31, 2013, was for \$165,000 annually. This line item was budgeted at \$169,455. The low bidder for the park maintenance work is AtWork!, who submitted a base annual bid of \$210,081.70 and an additive bid #1 for fertilizing, overseeding, and aerating for an additional \$14,322.60. Staff recommends awarding both the base bid and additive bid #1 to AtWork! for a total bid award of \$224,404.30.

The Public Works Vegetation Management contract will expire on March 1, 2013. The previous contract for Public Works Vegetation Management in the Streets Right-of-way budget was \$134,000. This line item was budgeted at \$199,144, given the addition of the Aurora N medians from 165<sup>th</sup> to 192nd. The low bidder for the right-of-way vegetation management contract was TruGreen Landcare, with a base bid of \$100,672.50 and Additive Bid Schedule B for additional landscape areas for \$9,600 for a total bid award of \$110,272.50.

Combined, these contracts will cost \$334,676.80, an increase of \$35,677 over the previous contracts for park and right-of-way maintenance, but \$33,922 less than the adopted 2013 budget for landscape services. Given that the contract award for street right-of-way maintenance is less than what was included in the 2013 budget and the parks amount is greater than its budget, staff will prepare a budget amendment to transfer \$54,950 from the Street Fund to the General Fund in order to provide adequate budget for the park maintenance contract. This budget amendment will be included in the carryover and budget amendment action item scheduled for Council action on April 15.

### **RECOMMENDATION**

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- Execute a contract with TruGreen Landcare for right-of-way landscaping vegetation management services in the amount of \$110,272.50, with the option to renew for three additional one-year terms
- Prepare a budget amendment for Council adoption to transfer \$54,950 from the City Street Fund right-of-way maintenance budget to the General Fund park landscape budget.

- Set aside an additional \$10,000 as contingency in the City Street Fund right-of-way maintenance budget for any unforeseen items that may require an increased level of vegetation management service.
- Transfer the remaining balance of \$23,922 from the 2013 City Street Fund right-of-way maintenance budget to the City Street Fund contingency account.