



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: July 9, 2019

TO: Christine Daniel, City Manager

FROM: Andrew Clough, Public Works Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Maintenance Contract With Rubicon Enterprises Inc., dba Rubicon Landscape In An Amount Not To Exceed \$200,400 For City-Wide Landscape Maintenance For Fiscal Year 2019-2020

RECOMMENDATION

Staff recommends that the City Council adopt the above referenced resolution.

BACKGROUND

The City contracts for the maintenance of landscaping at all City facilities, various parks, median islands and greenways throughout the City. The specifications for maintenance require the use of Bay Friendly practices and that the landscape contractor has Bay-Friendly Qualified Landscape Professionals on staff and assigned to the City of Emeryville contract. The landscape areas included for contract maintenance are those shown in Exhibit "A" of the attached Landscape Maintenance Contract. All other City owned landscape areas are maintained by City Public Works crews.

Many of the City's landscaped areas are in need of work beyond the routine monthly maintenance. These tasks include re-planting, re-seeding, heavy pruning and other non-routine work to maintain areas at expected standards. The locations of this non-routine type of work include: Greenway, Park Avenue, Early Childhood Development Center, Doyle Street Streetscapes, and the traffic circles and green infrastructure in the Triangle Neighborhood.

The City periodically releases a Request for Proposals (RFP) for Landscaping Maintenance Services. The last RFP process was conducted in May of 2017 and resulted in authorization for the City Manager to enter into an annually renewable contract through FiscalYear2021-2022. The City received three proposals in 2017, of which the Rubicon Landscaping Inc. was deemed to be the most responsive.

On June 20, 2017, the City Manager entered into a maintenance contract with Rubicon Landscaping Inc. in an amount not to exceed \$209,536 for landscape maintenance of designated city-owned parks and open space. This item recommends the continuation of that contract for Fiscal Year 2019-2020.

DISCUSSION

The Proposed Agreement for Fiscal Year 2019-2020 conforms to the RFP provisions that allow for the City to enter into additional annual contracts through Fiscal Year 2021-2022, providing the Contractor with a cost of living adjustment based on the Bay Area Consumer Price Index, to a maximum of 5% per year.

The proposed total contract amount for FY 2019-20 is \$200,400, which is divided into three operating areas:

1. Routine Landscaping Services: \$171,225. This amount includes the total annual price for routine maintenance of the areas listed in Exhibit "A" of the Maintenance Contract.
2. An allowance in the amount of \$15,000 to cover unanticipated replacement planting, irrigation system, vandalism repair, and additional maintenance on CALTRANS rights-of-way, including the Powell Street interchange. These charges are reimbursable.
3. An allowance in the amount of \$14,175 for "extra work" to be completed in accordance with the terms of the Contract. The "extra work" will be scoped, bid and approved by the City in writing on a Task Order basis. The "extra work" contingency is reduced from previous fiscal years.

The funds allotted to this additional work are not sufficient to complete all of the work that is needed in all areas of the City. The contract will be used in the most critical areas and where the City can receive the most value for the investment. Additional projects will be scoped and separately bid.

FISCAL IMPACT

The total contract amount for Fiscal Year 2019-2020 is proposed to be \$200,400.

Maintenance of the CALTRANS rights-of-way is reimbursable from CALTRANS as part of the Delegated Highway Maintenance Agreement for the CALTRANS right-of-way at the I-80 Interchange. The amount available is \$15,000.

Sufficient funds are available in the operating budget, Account 77020 to cover the cost of the baseline charges and "extra work" in the proposed landscape maintenance contract.

STAFF COMMUNICATION WITH THE PUBLIC

There was no staff communication with the public on this matter.

PREPARED BY: Andrew Clough, Director of Public Works

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Rubicon Landscape Maintenance Contract, FY 2019/20
 - Exhibit A
 - Exhibit B - Contract Insurance Requirements
 - Exhibit C - Other Requirements