



## **CITY OF MENIFEE**

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**SUBJECT:** Agreement with Adame Landscape, Inc. for Routine Park, Right of Way, and Facility Landscape Maintenance and Park Restroom Janitorial Services

**MEETING DATE:** June 5, 2024

**TO:** Mayor and City Council

**PREPARED BY:** Nancy Rodriguez, Management Analyst

**REVIEWED BY:** Jonathan Nicks, Deputy City Manager

**APPROVED BY:** Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a Professional Services Agreement with Adame Landscape, Inc. for routine park, right-of-way, and facility landscape maintenance and park restroom janitorial services for an initial three-year term in a total not-to-exceed amount of \$3,750,287 through June 30, 2027; and
2. Authorize the City Manager or designee to execute two optional, one-year extensions in an amount not-to-exceed \$1,315,587 for year four and \$1,381,366 for year five; and
3. Authorize the City Manager to execute additional amendments as needed to include services for future maintenance areas currently under construction, at the City's discretion and contingent on availability of the corresponding budget.

### **DISCUSSION**

The City of Meniffee's Community Services Department oversees the landscape maintenance of the City's public parks, right-of-way (ROW), and facilities. The park system contains an estimated 116.36 acres of existing developed open space spread over 22 parks containing 17 restrooms, 4 baseball fields, 11 multipurpose fields, 10 pickleball and tennis courts, 13 basketball courts, a skate park, and a pump track. In addition, CSD is responsible for maintenance of approximately 5,903,980 square feet of public right-of way landscape as well as the landscape maintenance of 7 City facilities.

On February 9, 2024, staff issued Request for Proposal (RFP) No. 2024-12 for landscape maintenance services for City parks, ROWs, and facilities and janitorial services for park restrooms. The services include comprehensive landscape and parkway maintenance of all existing sites: mow/blow/edge, trash, janitorial, weed abatement and extra work as needed, including graffiti and pest abatement, and emergency irrigation repair that may not be covered by in-house staff. By design, “extra work” is not a part of the base bid. However, rates for extra work have been provided should City elect to use the selected vendor instead of in-house staff for certain tasks as needed.

The City received six proposals from the firms outlined in Table 1 below. A committee consisting of City staff evaluated the proposals. The firms were evaluated based on the criteria set forth in RFP 2014-12 which included the experience/qualification of the firm and key personnel, work plan methodology/project approach, cost proposal, reference review, and quality of responsiveness of the proposal.

Following the evaluation process, interviews with the top three firms, and reference checks, City staff determined that Adame Landscape, Inc. (Adame) was most qualified to conduct the requested services. Adame has extensive experience providing landscape services to other municipalities as well as the City of Menifee.

All the tabulated results from the evaluations of the six firms are listed in Table 1 below:

**TABLE 1 – RFP EVALUATION SUMMARY**

Firm Name	Evaluation Score	Interview Score	Cost Proposal
<b>Adame Landscape, Inc.</b>	<b>87.67</b>	<b>79.00</b>	<b>\$1,233,737.42</b>
Mariposa Landscapes	83.67	76.00	\$1,776,089.16
RP Landscape Irrigation	82.33	69.33	\$1,557,901.77
Brightview	81.33	-	\$1,974,967.94
Inland Empire Landscape	81.33	-	\$1,779,077.94
Nieves Landscape	71.67	-	\$2,241,262.39

The Parks, Recreation and Trails Commission reviewed the scope of services and bid summaries during their regular meeting on May 2, 2024, and approved a recommendation for City Council to award the Professional Services Agreement to Adame Landscape, Inc.

Staff proposes an initial three-year term from July 1, 2024 to June 30, 2027 with two additional single year renewals at the City Manager’s discretion. The proposed contract includes a not-to-exceed amount of \$3,750,287 for the first three years including a total of \$1,244,408 for Fiscal Year 2024/2025. This amount covers only existing and anticipated improvements requiring maintenance services as well as emergency as needed services. Following the conclusion of the evaluation, it was determined that multiple high traffic locations in the City’s main thoroughfare would be better served with weekly maintenance. The proposed weekly service increased the initial bid proposal’s annual cost by \$10,671. In addition to the other areas already proposed to receive weekly services, the following locations are recommended to be included for weekly maintenance: Haun Road ROW Landscape, Newport and Haun Road Street Median, Newport CVS ROW, Newport Road ROW (Bradley and Town Center), and Santa Rosa Academy.

The \$1,244,408 can be summarized into four principal maintenance services to be provided.

1. Park Maintenance Services
2. Park Restroom (Janitorial) Maintenance Services
3. ROW Landscape Maintenance Services
4. Planter Area & Turf Maintenance Services (Facilities)

Funding for the landscaping maintenance services involves various sources within the City operating budget, including but not limited to:

- General Fund
- Lighting and Landscaping Maintenance Districts
- Community Services Areas (CSA) 33 and 145
- Community Facilities Districts (CFD) 2012-1, 2012-2, 2014-1, 2014-2, 2015-2, and 2017-1 (Various Annexations/Zones)

A breakdown of the four principal maintenance service categories with the corresponding funding source is attached to the agreement as Exhibit B.

Amendments to the Agreement may be required to include additional landscape services for new areas that are still under development. Staff is requesting City Manager authorization to amend the agreement as these new areas are completed, contingent on budget and city discretion. At that time, staff would evaluate quotes received to ensure the current agreement remains the most cost-effective option. As additional improvements are accepted by the City, contract amendment(s) would be processed to capture additional landscape maintenance services needed, based on the comprehensive price proposal submitted by Adame.

### **STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community

### **FISCAL IMPACT**

The fiscal impact of the proposed agreement with Adame totals a not-to-exceed amount of \$6,447,239 over five years as listed in Table 2 below.

**TABLE 2 – AGREEMENT BREAKDOWN BY YEAR**

<b>Year</b>	<b>Amount</b>
FY 2024/2025 – Year 1	\$1,244,408
FY 2025/2026 – Year 2	\$1,252,939
FY 2026/2027 – Year 3	\$1,252,939
FY 2027/2028 – Year 4	\$1,315,587
FY 2028/2029 – Year 5	\$1,381,366
<b>Total</b>	<b>\$6,447,239</b>

Funding in the amount of \$1,244,408 for year one is available within the Fiscal Year 2024/2025 budget within the CSA 145, CSA 33, CFD 2012-1, CFD 2012-2, CFD 2014-1, CFD 2014-2, CFD 2015-2, CFD 2017-1, and General Fund accounts, as detailed in Table 3 on the following pages.

Funding for the remaining \$5,202,831 in years two through five would be budgeted as part of their respective year's budget.

**TABLE 3 – FISCAL YEAR 2024/2025 FUNDING AVAILABILITY**

Fund	Account No.	Contract Amt.
General Fund	100-4663-52607	\$67,136.83
General Fund	100-4663-52608	\$10,427.00
General Fund – ISF	116-4221-52801	\$451.09
General Fund – ISF	116-4445-52050	\$8,346.93
General Fund – ISF	116-4550-52801	\$734.29
General Fund – ISF	116-4660-52801	\$851.87
LLMD 89-1C, Zone 3	370-4557-52607	\$87,588.15
LLMD 89-1C, Zone 27	372-4557-52607	\$824.37
LLMD 89-1C, Zone 37	373-4557-52607	\$4,342.45
LLMD 89-1C, Zone 38	374-4557-52607	\$10,487.19
LLMD 89-1C, Zone 47	376-4557-52607	\$459.80
LLMD 89-1C, Zone 69	380-4557-52607	\$7,576.78
LLMD 89-1C, Zone 77	382-4557-52607	\$4,867.47
LLMD 89-1C, Zone 81	383-4557-52607	\$5,824.58
LLMD 89-1C, Zone 133	391-4557-52607	\$17,161.67
LLMD 89-1C, Zone 167	393-4557-52607	\$484.00
CSA 145	480-4554-52607	\$4,840.00
CSA 145	480-4554-52608	\$130,511.01
CFD 2012-1, Audie Murphy Ranch	490-4558-52607	\$196,904.14
CFD 2012-1, Audie Murphy Ranch	490-4558-52608	\$129,660.68
CFD 2012-2, Hidden Hills	491-4558-52607	\$28,130.87
CFD 2012-2, Hidden Hills	491-4558-52608	\$27,124.22
CFD 2014-1, Town Center	492-4558-52607	\$4,236.45
CFD 2014-2: Commerce Point	493-4558-52607	\$4,591.73
CFD 2107-1, Zone 1	494-4558-52607	\$12,801.68
CFD 2015-2, Citywide Parks	622-4558-52608	\$48,650.58
CFD 2015-2, Zone 1	630-4558-52607	\$54,521.44
CFD 2015-2, Zone 1	630-4558-52608	\$44,249.43
CFD 2015-2, Zone 3	632-4558-52607	\$775.17
CFD 2015-2, Zone 4	633-4558-52607	\$81.31
CFD 2015-2, Zone 7	636-4557-52607	\$10,760.89
CFD 2015-2, Zone 7	636-4558-52608	\$26,318.67
CFD 2015-2, Zone 8	637-4558-52607	\$1,278.90
CFD 2015-2, Zone 9	638-4558-52607	\$1,144.66
CFD 2015-2, Zone 10	639-4558-52607	\$96.20
CFD 2015-2, Zone 14	643-4558-52607	\$133.10
CFD 2015-2, Zone 15	644-4558-52607	\$282.29
CFD 2015-2, Zone 17	646-4558-52607	\$1,076.90
CFD 2015-2, Zone 19	648-4558-52607	\$556.00
CFD 2015-2, Zone 20	649-4558-52607	\$22,081.60

CFD 2015-2, Zone 20	649-4558-52608	\$37,757.37
CFD 2015-2, Zone 21	651-4558-52607	\$2,398.58
CFD 2015-2, Zone 23	653-4558-52607	\$266.20
CFD 2015-2, Zone 28	658-4558-52607	\$3,838.36
CFD 2015-2, Zone 29	659-4558-52607	\$24,842.14
CFD 2015-2, Zone 29	659-4558-52608	\$31,875.54
CFD 2015-2, Zone 33	663-4558-52607	\$890.56
CFD 2015-2, Zone 34	664-4558-52607	\$1,331.00
CFD 2015-2, Zone 35	665-4558-52607	\$3,218.60
CFD 2017-1, Zone 2	672-4558-52607	\$2,376.97
CFD 2017-1, Zone 4	674-4558-52607	\$33,595.68
CFD 2017-1, Zone 4	674-4558-52607	\$40,534.49
CFD 2017-1, Zone 5	675-4558-52607	\$7,027.39
CFD 2017-1, Zone 6	676-4558-52607	\$12,177.73
CFD 2017-1, Zone 8	678-4558-52607	\$16,682.52
CFD 2017-1, Zone 8	678-4558-52608	\$27,367.66
CFD 2017-1, Zone 9	679-4558-52607	\$4,854.64
As Needed Emergency Services	Various	\$15,000.00
<b>TOTAL:</b>		<b>\$1,244,408</b>

**ATTACHMENTS**

1. Agreement - Adame Landscape, Inc.