



M E M O R A N D U M
PUBLIC WORKS AND FACILITIES
PARKS AND GROUNDS DIVISION
County of Placer

TO: Board of Supervisors DATE: June 21, 2016
FROM: Ken Grehm, Director of Public Works and Facilities
By: Mark Rideout, Deputy Director
SUBJECT: Parks / Award Park and Landscape Maintenance Services / Cagwin & Dorward

ACTION REQUESTED

Approve the award of competitive Request for Proposals No. 10529, to Cagwin & Dorward of Roseville, CA for providing Park and Landscape Maintenance Services, in the maximum amount of \$830,000 for the period of July 1, 2016 through June 30, 2017.

Approve an option to renew the resulting award for 4 additional one-year periods provided the renewal amounts do not exceed 10 percent of the original aggregate award amount.

Authorize the Director of Public Works and Facilities, or Designee, to sign all required documents.

BACKGROUND

The Parks Division is responsible for Placer County trails, open space, landscaped grounds, and park sites. The Division has historically contracted with public utility districts to maintain the County's Lake Tahoe Beaches, and following your Board's 2010 direction began to evaluate other alternative service delivery methods. Since 2012, Parks has contracted with landscape contractors to maintain 15 of sites in the South Placer region, and in August 2015 your Board authorized a 10-month agreement with PRIDE Industries for an additional 11 sites in Granite Bay. This most recent agreement helped the Parks Division address staff retirements, increase efficiencies, and reduce costs; while providing time for a competitive process to identify the best solution for long-term provision of these services.

The Parks and Procurement Services Divisions collaborated to develop Request for Proposal No. 10529 for Park and Landscape Maintenance Services (RFP), with a comprehensive scope of work including turf care, trail and median landscape maintenance, and varied grounds maintenance tasks. In consideration of the high visibility of these services, the Parks Division communicated the operational facets and program requirements necessary for successful operations. This RFP encompasses both the north and south regions of the County, including 84 locations between Granite Bay and Colfax.

The RFP was distributed to one hundred seventy-five potential bidders and posted on the County's website. Sixty-seven firms reviewed the Bid. A Pre-Proposal Meeting was conducted on February 17, 2016 with six firms present and a subsequent total of four responses were received. An evaluation panel consisted of representatives from the Department of Public Works and Facilities who ranked the proposals using the criteria published in the RFP. The evaluation panel interviewed three short-listed firms and determined Cagwin & Dorward Landscape Contractors was the top-ranked firm. All responding firms were notified of the final selection and no bid protests were received regarding the award recommendation.

Your Board's approval is required to proceed with the award to Cagwin & Dorward Landscape Contractors in the maximum amount of \$830,000. This award will create one Master Services Agreement (MSA) that facilitates services at the 26 locations currently under contract, and provides flexibility to add other sites as funding and staffing circumstances dictate. To demonstrate the cost savings afforded by the RFP process, the current cost of maintaining the 26 large and complex locations is \$783,717, and the cost under the MSA is \$448,344. This MSA will enable a more efficient service delivery system for both contract management and incremental changes to our needs and the contractors operations over time.

ENVIRONMENTAL IMPACT

This Award is categorically exempt from CEQA, pursuant to Title 14, California Code of Regulations, Section 15301, which allows for the operation, repair, maintenance or minor alterations of existing facilities.

FISCAL IMPACT

Your Board's award of competitive Request for Proposals No. 10529 to Cagwin & Dorward Landscape Contractors is in an amount not-to-exceed \$830,000. The cost for 26 initial sites is \$448,344 and funding is available in the FY 2016-17 Parks Division Proposed Budget. This RFP Award facilitates landscape maintenance services at other sites following staff attrition, and these services will be funded by associated salary savings in the Parks and Grounds Division Operating Budget.