

MEMORANDUM

TO: Donna Barron, City Manager

FROM: Stacie Anaya, Director of Parks and Recreation

DATE: February 14, 2020

SUBJECT:

BACKGROUND

The current landscape and mowing contract for parks, medians and public property with Carruther's Landscape Management was executed in 2017 and will expire in March. The contract has been managed by the Parks & Recreation Department. The current contract for creek channel maintenance with Moir Watershed Services was executed in 2017 and expired this January. The contract has been managed by the Public Services Department.

In anticipation of the expiration of these two contracts, the city issued a request for proposal (RFP) in January to identify contractors to assume the responsibility for providing mowing, landscaping and creek channel maintenance. The RFP subdivided maintenance responsibilities into five zones, requiring contractors to submit a bid for each zone they proposed to manage. The contractors were encouraged to submit proposals for multiple zones and understanding each zone would be evaluated individually.

In addition to increased mowing cycles, more stringent standards for care of landscaping and opportunities to incorporate the use of alternative fuel vehicles, the contracts will include mowing and litter control of controlled access areas along IH-35. Management of the contracts will be consolidated under the Parks & Recreation Department.

The FY 2019-2020 budget for the Parks & Recreation Department includes funding to expand the landscape and mowing contract to include care of the mowing and litter removal along IH-35 Controlled Access areas. An amendment to the current municipal maintenance agreement with TXDOT to allow the city to assume this maintenance responsibility and facilitate reimbursement for a limited number of mowing and litter removal cycles.

ANALYSIS

Seven landscape companies submitted bids for multiple zones. City team members representing the Parks & Recreation, Public Services, Finance and Sustainability departments evaluated the proposals using the following criteria:

- Price 30%
- Equipment 30%
- Previous Municipal Experience 15%

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- Number of days to complete a mowing cycle 10%

Bonuses were available for inclusion of alternative fuel equipment in the proposal. Pricing score were offset by following percentages:

- 10 -25% of fleet alternative fuel equipment – 5%
- 26-50% of fleet alternative fuel equipment – 10%
- 51 – 100% of fleet alternative fuel equipment – 15%.

After evaluating and scoring of proposals, Carruthers Landscape Management and Good Earth Corporation are being recommended for contract awards. Representatives from the Parks & Recreation team visited the Good Earth Corporation's office to confirm quality of the equipment proposed for the contract and confirm their team understood the scope of work. The team is knowledgeable of equipment used by and work performed by Carruthers Landscape Management. Having two contractors will help prevent one contractor from being overwhelmed by the totality of the workload.

Zone	Description	Company	Annual Price
1	Northwest parks, medians & public property	Carruthers	\$314,180
2	Southwest parks, medians & public property	Carruthers	\$257,980
3	Eastern parks, medians & public property	Carruthers	\$281,240
4	Creek channels	Good Earth	\$50,232
5	IH-35 controlled access	Good Earth	\$45,236
			\$948,868

The proposed contracts have one-year terms with two one-year options for renewal. The maintenance season for Zones 1 – 3 will occur from March through October of each year with a varying number of cycles determined by property type and level of care. The maintenance season for Zone 4 will be March through October with a cycle occurring each month. Zone 5 will be maintained year-round with up to 16 cycles of litter control and 4 mowing cycles between March and November.

Funds for creek channel maintenance (\$50,232) are currently available in the Public Services Department operating budget. The Parks & Recreation Department currently has \$805,740 budgeted for the annual mowing contract. The department will use vacancy and utility savings to cover the projected shortfall of \$61,630 this fiscal year.

RECOMMENDATION

That the City Council approve the agreement as set forth in the caption above; and authorize the City Manager to execute the agreement.