

**Board Report**

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**File #:** 2016-0517, **File Type:** Contract**Agenda Number:** 32.

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**SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE  
AUGUST 18, 2016****SUBJECT: LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES - GOLD LINE  
FOOTHILL EXTENSION****ACTION: APPROVE CONTRACT AWARD****RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate Contract No. OP5608900 for the **Landscape and Irrigation maintenance services along Metro Gold Line Foothill Extension** with Woods Maintenance Services, Inc., the lowest, responsive and responsible bidder, for a not-to-exceed amount of \$861,875 for the three-year base period inclusive of as-needed services, \$280,800 for the first option year, and \$280,800 for the second option year, for a combined total of \$1,423,475, effective September 15, 2016 through September 14, 2021.

**ISSUE**

Under this new contract, the contractor is required to provide landscape and irrigation maintenance services for Metro's newly opened Division 24 and the Foothill Extension stations and facilities. Currently, these facilities are maintained under the Construction Authority warranty and maintenance contract due to expire on September 23, 2016.

To ensure providing safe, quality and on-time services, performing routine landscape and irrigation maintenance, and responding to as-needed inquiries throughout Division 24 and the Foothill Extension, a new contract award is required effective September 15, 2016, allowing a week of service overlap for the proper transfer of responsibilities.

**DISCUSSION**

The Foothill Extension is 11.5 miles of Right-of-Way (ROW) extending the Metro Gold Line from Sierra Madre Villa Station in East Pasadena to Citrus Avenue in the City of Azusa. There are a total of six (6) new stations along the alignment, four (4) parking structures, one (1) parking lot, and 10 Traction Power Substations (TPSS).

Division 24 is the Foothill Extension's new maintenance yard. This 24 acre Gold Line Operations campus in Monrovia allows Metro to provide efficient transportation and maintenance services.

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Division 24 and the Foothill Extension stations and facilities combined include over four acres of lush landscaped areas supplied by a permanent irrigation system.

Under this Contract, the contractor is required to provide general landscape and irrigation maintenance services. The contractor is also required to provide optimal water management service to comply with local water agencies irrigation water use ordinances. In addition, the contractor will provide, during the initial three-year term, as-needed services as directed by Metro staff, such as repairing vandalized or damaged irrigation system components and replacing damaged or lost plant materials.

Regular and as-needed landscape and irrigation maintenance services are necessary in order to maintain proper plant health and keep planters free of trash and weed infestation to provide a neat appearance at all times.

To ensure providing timely landscape and irrigation maintenance services and maintain healthy plants and pleasant overall appearance and cleanliness, a new contract award is required effective September 15, 2016.

### **DETERMINATION OF SAFETY IMPACT**

The approval of this item will ensure meeting Metro maintenance standards in delivering clean and well maintained facilities and properties, provide on-going landscape and irrigation maintenance services, and provide prompt response time to deliver safe, quality, on-time, and reliable services to our customers and the public.

### **FINANCIAL IMPACT**

Funding for these services are included in the FY17 budget in the Facilities Maintenance Department, Project 300055 - Rail Operations, Gold Line, Account 50308 - Service Contract Maintenance.

Since this is a multi-year contract, the cost center manager, Project Manager, and the Executive Director, Maintenance will ensure that the balance of required funding is budgeted in future fiscal years.

#### **Impact to Budget**

The source of funds for these services will come from Federal, State, and Local sources that are eligible for Operating projects. These funding sources will maximize the use of funds for these activities.

### **ALTERNATIVES CONSIDERED**

Staff considered providing this service through in-house staff; however, this would require the hiring and training of additional personnel, purchase of additional equipment, vehicles, and supplies to support the expanded responsibility. Staff's assessment indicates that this is not a cost-effective

option for Metro.

### **NEXT STEPS**

Upon approval, staff will execute Contract No. OP5608900 to Woods Maintenance Services, Inc. effective September 15, 2016, to provide landscape and irrigation maintenance services for Division 24 and the Metro Foothill Extension stations and facilities.

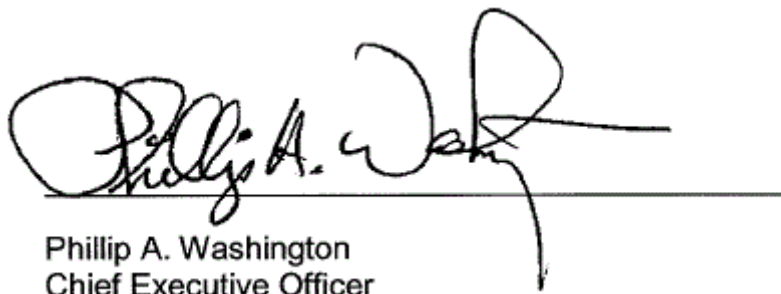
### **ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

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Phillip A. Washington  
Chief Executive Officer

## PROCUREMENT SUMMARY

LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES – GOLD LINE  
FOOTHILL EXTENSION / OP5608900

1.	<b>Contract Number:</b> OP5608900	
2.	<b>Recommended Vendor:</b> Woods Maintenance Services, Inc.	
3.	<b>Type of Procurement (check one):</b> <input type="checkbox"/> RFP <input checked="" type="checkbox"/> IFB <input type="checkbox"/> IFB-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> April 20, 2016	
	<b>B. Advertised/Publicized:</b> April 20, 2016	
	<b>C. Pre-proposal/Pre-Bid Conference:</b> May 3, 2016	
	<b>D. Proposals/Bids Due:</b> May 18, 2016	
	<b>E. Pre-Qualification Completed:</b> June 9, 2016	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> June 18, 2016	
	<b>G. Protest Period End Date:</b> August 25, 2016	
5.	<b>Solicitations Picked up/Downloaded:</b> 14	<b>Bids/Proposals Received:</b> 3
6.	<b>Contract Administrator:</b> Rommel Hilario	<b>Telephone Number:</b> (213) 922-4654
7.	<b>Project Manager:</b> Shaunt Avanesian	<b>Telephone Number:</b> (213) 922-5931

**A. Procurement Background**

This Board Action is to approve contract award in support of Facilities Maintenance to provide landscape and irrigation maintenance services throughout Metro Gold Line Foothill Extension facilities which consists of eleven miles of Right-of-Way (ROW), six passenger stations, ten traction power sub-stations (TPSS), one Operations and Maintenance Yard, four parking structures, and one parking lot as outlined in Invitation for Bid (IFB) No. OP27454.

The IFB was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit price.

One amendment was issued during the solicitation phase of this IFB:

- Amendment No. 1, issued on May 10, 2016, provided pre-bid conference material including sign-in sheets, planholder's list, and living wage information.

A Pre-Bid Conference was held on May 3, 2016. A total of three bids were received on May 18, 2016.

## **B. Evaluation of Bids**

This procurement was conducted in accordance, and complies with, standard Metro's Acquisition Policy for a competitive sealed bid. The three bids received are listed below in alphabetical order:

1. Far East Landscape and Maintenance
2. Parkwood Landscape Maintenance, Inc.
3. Woods Maintenance Services, Inc.

All three firms were determined to be responsive, responsible, and qualified to perform the required services based on the IFB's minimum requirements and technical evaluation by the Project Manager. Further analysis was conducted to review appropriate staffing levels for each bid, and all were deemed responsive to the IFB requirements by the Program Manager's technical evaluation.

## **C. Cost/Price Analysis**

The recommended pricing from Woods Maintenance Services, Inc. has been determined to be fair and reasonable based upon adequate competition, fact finding, and Metro's independent cost estimate. Woods Maintenance Services confirmed that they can provide the services required in the IFB at the rates they bid.

<b>BIDDER</b>	<b>AMOUNT</b>	<b>METRO ICE</b>	<b>AWARD AMOUNT</b>
Woods Maintenance Services, Inc.	\$1,423,475.00	\$2,322,045.00	\$1,423,475.00
Parkwood Landscape Maintenance, Inc	\$2,374,405.29		
Far East Landscape and Maintenance	\$4,406,605.00		

## **D. Background on Recommended Contractor**

Woods Maintenance Services, Inc. has over 20 years of experience in the industry and is currently performing landscape and irrigation maintenance services for Metro in a satisfactory manner. The firm started as a janitorial maintenance contractor in 1975 under the name of D & B Maintenance, Inc. Graffiti Control Systems was added as a new division to the company in 1980. Woods Maintenance Services, Inc. began to provide landscape and irrigation services in early 1990, and became a prime in these areas, employing subcontractors, in 2007. While continuing to expand their services with Metro, the firm has also held contracts with the Los Angeles County Department of Public Works, the City of Tustin, and the City of Glendale. Woods Maintenance Services, Inc. employs over 140 technicians and maintains all necessary licensing and permits to perform the services for this contract.

## DEOD SUMMARY

**LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES – GOLD LINE  
FOOTHILL EXTENSION/ OP5608900**

**A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) established a 25% Small Business Enterprise (SBE) goal for this solicitation. Woods Maintenance Services, Inc. exceeded the goal by making a 25.43% SBE commitment.

<b>Small Business Goal</b>	<b>25% SBE</b>	<b>Small Business Commitment</b>	<b>25.43% SBE</b>
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<b>SBE Subcontractors</b>	<b>% Committed</b>
Far East Landscape and Maintenance	25.43%
<b>Total Commitment</b>	<b>25.43%</b>

**B. Living/Prevailing Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is applicable to this contract. Metro staff will monitor and enforce the policy guidelines to ensure that applicable workers are paid at minimum, the current Living Wage rate of \$16.18 per hour (\$11.27 base + \$4.91 health benefits), including yearly increases of up to 3% of the total wage. In addition, contractors will be responsible for submitting the required reports for the Living Wage and Service Contract Worker Retention Policy and other related documentation to staff to determine overall compliance with the policy.

**C. Prevailing Wage Applicability**

Prevailing Wage is not applicable to this contract.

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this contract.