



Board Report

File #: 2017-0559, File Type: Contract

Agenda Number: 20.

SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE OCTOBER 19, 2017

**SUBJECT: TREE TRIMMING SERVICES (EXCLUDING METRO
ORANGE LINE)**

ACTION: APPROVE CONTRACT AWARD

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate Contract No. OP838450003367 for tree trimming services throughout Metro bus and rail facilities, with Mariposa Landscapes Inc., the lowest, responsive and responsible bidder, for a not-to-exceed amount of \$1,133,750 for the three-year base period inclusive of as-needed services, \$408,550 for option year one and \$439,450 for option year two, for a combined total of \$1,981,750, effective January 1, 2018 through December 31, 2022; subject to resolution of protest(s), if any.

ISSUE

The existing contract to perform tree trimming services throughout Metro facilities, excluding Metro Orange Line (MOL) covered under a separate maintenance contract, is due to expire December 31, 2017.

To continue providing safe, quality and on-time services performing proactive and as-needed tree trimming services throughout Metro facilities, a new contract award is required effective January 1, 2018.

DISCUSSION

Under this new Contract, the contractor is required to provide tree trimming services for trees over thirteen (13) feet tall throughout Metro bus and rail facilities, excluding MOL stations and its Right-Of-Way (ROW) covered under a separate maintenance contract.

An ongoing tree trimming maintenance contract is necessary to ensure providing safe travel path with a clear line of visibility for bus and train operators, and mitigate falling tree hazards and service delays. The contractor is also required to provide as-needed services as directed by Metro staff, such as clearing Metro ROW from any fallen trees due to vandalism or vehicular accidents.

DETERMINATION OF SAFETY IMPACT

The approval of this item will ensure meeting Metro maintenance standards providing the necessary tree trimming services with prompt response time to deliver safe, quality, on-time, and reliable services.

FINANCIAL IMPACT

Funding of \$188,959 is included in the FY18 budget in cost center 3367 - Facilities Property Maintenance, account 50308, Service Contract Maintenance, under various operating projects.

Since this is a multi-year Contract, the cost center manager and the Sr. Executive Officer, Maintenance and Engineering will be accountable for budgeting the cost in future years.

Impact to Budget

Funding for this action will come from the Enterprise operating fund. The source of funds will be from State and local funds that are eligible for Bus and Rail Operating Projects. These funding sources will maximize fund use based on funding allocation provisions.

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 Board approval, staff will execute Contract No. OP838450003367 to Mariposa Landscapes Inc., effective January 1, 2018, to provide the necessary tree trimming services throughout Metro facilities, excluding MOL covered under a separate maintenance contract.

ATTACHMENTS

Attachment A - Procurement Summary

Attachment B - DEOD Summary

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Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

**TREE TRIMMING SERVICES (EXCLUDING METRO ORANGE LINE) /
OP838450003367**

1.	Contract Number: OP838450003367	
2.	Recommended Vendor: Mariposa Landscapes Inc.	
3.	Type of Procurement (check one): <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.	Procurement Dates:	
	A. Issued: May 1, 2017	
	B. Advertised/Publicized: May 1, 2017	
	C. Pre-proposal/Pre-Bid Conference: May 10, 2017	
	D. Proposals/Bids Due: May 30, 2017	
	E. Pre-Qualification Completed: June 28, 2017	
	F. Conflict of Interest Form Submitted to Ethics: June 29, 2017	
	G. Protest Period End Date: October 23, 2017	
5.	Solicitations Picked up/Downloaded: 13	Bids/Proposals Received: 3
6.	Contract Administrator: Rommel Hilario	Telephone Number: (213) 922-4654
7.	Project Manager: Ruben Cardenas	Telephone Number: (213) 922-5932

A. Procurement Background

This Board Action is to approve a contract award in support of Facilities Maintenance to provide tree trimming services throughout Metro bus and rail facilities, excluding the Metro Orange Line (MOL) and its right-of-way, as outlined in Invitation for Bid (IFB) No. PS2195315131-4. Board approval of contract awards are subject to resolution of any properly submitted protest.

IFB No. PS2195315131-3 was previously issued as a Small Business Set Aside; however, Metro received less than three bids. In accordance with the California Public Utilities Code Section 130232, the minimum requirement of three bids received from certified small business entities was not met. Therefore, the solicitation was cancelled on April 3, 2017 and reissued as IFB No. PS2195315131-4.

IFB No. PS2195315131-4 was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit rate.

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

- Amendment No. 1, issued on May 19, 2017, provided pre-bid conference material including sign-in sheets, planholder's list, and living wage information.

A pre-bid conference was held on May 10, 2017 and was attended by 11 people. A total of three bids were received on May 30, 2017.

B. Evaluation of Bids

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

1. International Environmental Corporation
2. Mariposa Landscapes Inc.
3. Parkwood Landscape Maintenance, Inc.

All three firms were determined to be responsive and responsible, and were deemed qualified to perform the services based on the IFB's minimum requirements and the Project Manager's review of each bidder's technical qualifications. Further analysis was conducted to review appropriate labor classifications and wage rates for each bid, and all were deemed responsive to the IFB requirements.

C. Cost/Price Analysis

The bid from Mariposa Landscapes Inc. has been determined to be fair and reasonable based upon adequate competition, comparison with Metro's independent cost estimate, historical pricing, and technical evaluation.

BIDDER	AMOUNT	METRO ICE	AWARD AMOUNT
Mariposa Landscapes Inc.	\$1,981,750	\$2,309,532	\$1,981,750
International Environmental Corporation	\$2,546,586		
Parkwood Landscape Maintenance, Inc.	\$3,875,550		

D. Background on Recommended Contractor

Mariposa Landscapes Inc. is one of the largest landscape providers in Southern California. The firm has been providing services for public and private properties for over 40 years. Their specialties are landscape maintenance, construction, and tree care for commercial, municipal and private clients. For their tree care service, the firm employs certified arborists on staff to provide supervision, evaluation and Geographic Information Systems mapping.

DEOD SUMMARY

**TREE TRIMMING SERVICES (EXCLUDING METRO ORANGE LINE)/
OP838450003367**

A. Small Business Participation

The Diversity and Economic Opportunity Department (DEOD) established a 15% goal, inclusive of a 12% Small Business Enterprise (SBE) and 3% Disabled Veteran Business Enterprise (DVBE) goal for this solicitation. Mariposa Landscapes, Inc. met the goal by making a 12% SBE and 3% DVBE commitment.

Small Business Goal	12% SBE 3% DVBE	Small Business Commitment	12% SBE 3% DVBE
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	SBE Subcontractors	% Committed
1.	International Environmental Corp.	12%
	Total Commitment	12%

	DVBE Subcontractors	% Committed
1.	IECLT, Inc.	3%
	Total Commitment	3%

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 \$17.26 per hour (\$12.08 base + \$5.18 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 requirements are applicable to this project. DEOD will monitor contractors' compliance with the State of California Department of Industrial Relations (DIR), California Labor Code, and, if federally funded, the U S Department of Labor (DOL) Davis Bacon and Related Acts (DBRA).

D. Project Labor Agreement/Construction Careers Policy

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