

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JEN SANTOS, PARKS DEPUTY DIRECTOR, TRANSPORTATION  
AND PUBLIC WORKS  
JASON NUTT, DIRECTOR, TRANSPORTATION AND PUBLIC  
WORKS, ASSISTANT CITY MANAGER  
CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER, FINANCE  
DEPARTMENT, ASSISTANT CITY MANAGER  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: APPROVAL OF GENERAL SERVICES AGREEMENT NUMBER  
F002035 - FOR CITYWIDE LANDSCAPE SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Transportation and Public Works Department and Finance Departments that the Council, by resolution, approve award of a General Services Agreement subject to final approval to form by the City Attorney's office to Signature Coast Holdings, LLC, dba Coast Landscape Management, Napa, CA for citywide landscape services in the amount of \$1,078,056 per year for a total three year contract of \$3,234,168.

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EXECUTIVE SUMMARY

Landscape maintenance services are required at various locations throughout the City of Santa Rosa. The proposed agreement is for a three-year term with the possibility of two one-year extensions for mowing services only.

BACKGROUND

For over ten years the city has contracted landscape maintenance services for parks, civic sites and roadway landscaping to supplement its own small crew of park maintenance staff.

At its August 21, 2018, meeting, Council approved the final contract extension for the current landscape maintenance contract with a change to prohibit the use of products

containing glyphosate and neonicotinoids for weed control and other purposes throughout the remainder of the contract.

On March 12, 2019, Request for Proposals (RFP) 19-08, solicited by the City of Santa Rosa for landscape maintenance services, was opened. Three proposals were received, all offers were considered responsive to the solicitation and are listed below:

<b><u>Bidder</u></b>	<b><u>Location</u></b>
*Signature Coast Holdings, LLC dba Coast Landscape Management	Napa, CA
New Image Landscape Management	Freemont, CA
Golden Gate Landscape Management	Santa Rosa, CA

\*Successful proposer; others in no apparent order.

A five-member evaluation panel from the City's Recreation and Parks and Transportation and Public Works Departments carefully evaluated and scored the three proposals based on the selection criteria specified in the RFP, which was as follows:

- Overall responsiveness to the Request for Proposal. Proposals must be neat, complete, and fully address technical, cost, qualifications, references, and proposal questionnaire. Contractor's understanding of the City's stated needs and specifications, as evidenced by the proposal response. Contractor's willingness to sign City Sample Agreement "as is";
- Past performance, including the experience of staff to be assigned to the project, and identification of contracts of similar scope and complexity;
- Offeror's Quality Control Plan (QPC);
- Work plan proposed to Scope of Services;
- **Cost - (Cost proposals are to be submitted in separate sealed envelopes)** Scoring for cost is subject to formula point method for scoring:  
$$\text{Lowest Cost/Cost Being Evaluated} \times \text{Maximum Points Available (5)} = \text{Awarded Points}$$

After completion of the panel review and evaluation of proposals received and presentations, the evaluation panel identified the top proposal as Coast Landscape Management and it was selected to move forward with a best and final offer and contract negotiation. Coast Landscape Maintenance was determined to offer the best value to the City for the following reasons:

- Innovative reporting options to manage services provided under the agreement under a detailed quality control plan.
- Demonstrated knowledge and experience providing services to agencies similar to the City of Santa Rosa.
- Highly knowledgeable and experienced trained staff to provide services.
- Demonstrated the ability to provide full-service capacity upon issuance of an agreement identifying all staff members that will be assigned to this service.
- Very responsive to the requirements of the RFP, including a well-prepared and comprehensive proposal and presentation, and willingness to sign the City agreement.

Under Coast Landscape Management's proposal, services would be provided to all City parks, roadway landscapes, and to various building landscape areas such as City Hall, Municipal Services buildings, Chamber Building, Public Safety Building, and the former West America Building.

#### PRIOR CITY COUNCIL REVIEW

Staff discussed various landscape maintenance performance levels with the Council during a September 24, 2019 study session.

#### ANALYSIS

On August 30, 2019 the city's current landscape contract expired. A one-month extension was procured to allow for on-going landscape maintenance of parks, civic sites and roadway landscaping until September 30, 2019.

On September 24, 2019, staff presented various landscape management performance metrics to Council during a Study Session

Based on the results of the March 12, 2019 RFP solicitation and feedback from Council during the September 24, 2019 study session, staff has concluded that additional detailed conversations with both the general public and council are needed prior to finalizing a comprehensive landscape management program.

In the meantime, staff believes that it is critical to continue timely maintenance of all irrigated turf areas including playing fields and multi-purpose fields at parks, civic sites and some roadway areas to limit impacts to customers with rental and use agreements. Chemical weed control is not performed at any of these irrigated turf sites. Staff will be returning to Council with a resource augmentation plan to address the remaining landscape management issues after a long-term strategy is developed. Essentially, the proposal for Council's approval is an interim limited services contract, including only mowing services.

### FISCAL IMPACT

The current Fiscal Year 2019-20 budget includes \$550,000 for landscape maintenance. Based on the proposal, staff is requesting that additional funds in the amount of \$528,056 be added from the unassigned fund balance. As a regular operating expenditure, the services as described are expected to be included in subsequent years' budget proposals when presented to the City Council and additional funding options may be presented at that time.

### ENVIRONMENTAL IMPACT

This action has been found exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, as any park maintenance projects resulting from this approval will involve minor maintenance of existing publicly owned facilities.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

### NOTIFICATION

Not Applicable

### ATTACHMENTS

- Resolution/Exhibit

### CONTACT

Jen Santos, Deputy Director Recreation and Parks, [jensantos@srcity.org](mailto:jensantos@srcity.org) (707) 543-3781

Jason Nutt, Director Public Works, Assistant City Manager, [jnutt@srcity.org](mailto:jnutt@srcity.org) (707)-543-3810

Chuck McBride, Chief Financial Officer, Finance Department, Assistant City Manager [cmcbride@srcity.org](mailto:cmcbride@srcity.org) (707) 543-3093

Brandalyn Tramel, Purchasing Agent, Finance Department, [btramel@srcity.org](mailto:btramel@srcity.org) (707)-543-3706

Jennifer Myles, Senior Buyer, Finance Department, [jmyles@srcity.org](mailto:jmyles@srcity.org) (707) 543-3709