



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Nate Smith, Deputy Director of Public Works/City Engineer
Art Vela, Director of Public Works

MEETING DATE: June 25, 2024

SUBJECT: Consideration of Resolution 2024-108, Awarding a Contract for Landscape Operation and Maintenance for Landscape Maintenance District (LMD) No. 1 with Mariposa Landscapes, Inc. of Irwindale, California for Fiscal Year 2024/2025 in the Amount of “not to exceed” \$93,211.26 and discuss budget constraints within the LMD No. 1

RECOMMENDATION:

Adopt Resolution 2024-108.

BACKGROUND:

LMD No. 1 in the City of Banning was established through the adoption of Resolution No. 1990-59 on August 14, 1990 (9 tracts), with another, Tract No. 22913 being annexed into LMD No. 1 in 1992. An additional five tracts and three tentative tracts were annexed (Annexation No. 1) into LMD No. 1 when the City Council approved Resolution 2005-36 on May 10, 2005. Tract No. 32370 was annexed into the LMD on November 14, 2023 when the City Council approved Annexation No. 2. A map displaying the District and its' Zones is shown as Attachment 2. There are currently eleven (11) Zones and 1,034 assessment units.

LMD No. 1 currently consists of seventeen (17) accepted tracts in eleven (11) Zones: Tract Nos. 21882, 22810, 22811, 22913, 23446 (including the median on Highland Home Road), 23598, 28252, 29721, 30186, 30222 (including Richard Sanchez Park), 30793, 31833, 31834, 31835, 32109, 30906 and 32370.

The purpose of LMD No. 1 is for the maintenance and servicing of landscape medians and parkways, perimeter strips and backup walls, landscaped hillsides with high visibility, side slopes adjacent to sidewalks, retention basins, and the irrigation of the above facilities all of which are part of residential development projects. LMD No. 1, by special benefit assessments, provides funding for the servicing and maintenance of designated landscape areas within the City of Banning.

The previous contractor, Artistic Maintenance, Inc. was awarded the initial Operation and Maintenance Contract on June 11, 2019 and continued for four additional single years with Amendments approved by City Council each year, at a very reasonable cost. This firm elected not to provide a Bid on this RFP solicitation. On April 5, 2024, Purchasing Division staff released a Request for Proposals (RFP) through the OpenGov program notifying qualified firms of the opportunity to provide proposals, RFP 24-061, “Operation and Maintenance of LMD No. 1” and advertised it in the Press Enterprise on April 11, 2024.

The Scope of Work includes providing all the labor, tools, materials, and equipment necessary to provide landscape maintenance services of LMD No.1. This includes performing seasonal maintenance

and inspection, checking the operation of all irrigation systems, and identifying required repairs and, if necessary, the labor for replacing trees, flowers or shrubs within landscaped areas that are maintained under the contract.

The detailed scope of work is outlined in Attachment 3, the RFP and in the attached recommended contractor's proposal (Attachment 4). A mandatory pre-bid meeting and job walk was held on April 18, 2024 with six (6) firms attending. The deadline to submit proposals was May 9, 2024 and two (2) firms responded with submittals.

An evaluation committee consisting of three (3) Public Works Dept. staff, evaluated the two (2) proposals that were received based on price, qualifications, experience and project understanding, approach (implementation plan) and methodology, and references.

Listed below are the two (2) firms that submitted proposals, in order of the total average score received from the three (3) evaluators:

CONSULTANT	TOTAL SCORE
Mariposa Landscapes, Inc.	83.0
Urban Habitat	61.7

Mariposa is a reputable qualified firm that has successfully provided services to the City in the past and is the current contractor for the landscaping of City facilities.

Budget Constraints

The cost proposal of \$115,142.88 received by Mariposa was more than 2.5 times what the previous contractor charged for FY 23/24. Thus, the Deputy Director of Public Works/City Engineer, along with Public Works Dept staff, met with Mariposa to revise the Scope of Work to cut costs to meet the current budget of each Zone. They determined which services and locations could logically be reduced. For example, the mowing schedule was reduced from weekly to biweekly and monthly during the slow growth season and the shrubs and ground cover will be maintained twice/year instead of four times/year in parts of Zones, 1, including at Richard Sanchez Park. Similar reductions in services were made in Zones 2,4,5,9 and 10/11 (the retention basin tree trimming, and monthly maintenance was removed). This resulted in a revised Scope of Work, shown as Attachment 6, and a total cost of \$78,211.26.

If approved, the Contract Agreement is for a term of twelve (12) months (\$6,517.61/month; \$78,211.26/year) with the possibility of an option to renew for up to four (4) single additional years (for a total of five (5) single years) upon a satisfactory yearly review of the previously provided services. If approved, extensions to the Contract Agreement will terminate no later than June 30, 2029. Irrigation repairs, materials, tree, shrub, ground cover and plant material replacements are paid for as an added cost, separate from this contract. Thus, an additional \$15,000 is being added to the contract award. Attachment 7 is the Draft Professional Services Agreement.

The estimated expenses for FY 24/25 are \$155,028.11 (based on FY 2023/2024 actual costs with previous contractor which was quite low), a surplus of approximately \$4,141.80 for the overall District. However, Mariposa's costs are more so there likely will not be a surplus next year. It should be noted that each zone within the District has its own fund balance separate from other zones.

JUSTIFICATION:

The Public Works Department does not have the required field staff needed to maintain LMD No. 1 landscape areas; therefore, it is necessary to retain a landscape maintenance contractor to provide these services.

FISCAL IMPACT:

Fund No. 111 (Landscape Maintenance Assessment District No.1), Account No. 111-4900-432-23.29 (Landscape Maintenance) will be utilized to fund this contract for Fiscal Year 2024/2025 in the amount of "not to exceed" \$93,211.26. It will fund the monthly operation and maintenance portion of the Agreement (\$78,211.26/year) and also be used to fund miscellaneous "as-needed" expenses related to irrigation repairs and landscaping replacement in the amount of up to \$15,000. The completion of miscellaneous repairs and replanting will be dependent on funding available in each individual zone. This is in the biennial budget.

ALTERNATIVES:

1. Adopt Resolution 2024-108 as recommended.
2. Adopt Resolution 2024-108 with modifications.
3. Do not approve Resolution 2024-108 and provide alternative direction to staff. The City Council may choose to reject this action which would result in an interruption of services in the landscape maintenance of LMD No. 1. The City does not have staff resources to perform the landscape maintenance tasks.

ATTACHMENTS:

1. [Resolution 2024-108, Mariposa.docx](#)
2. [Exhibit A - Draft PSA with Mariposa.pdf](#)
3. [Attach 2. LMD No. 1 Map and Zones 1 thru 11 Combined.pdf](#)
4. [Attach 3. RFP 24-061 Operation & Maintenance of LMD No. 1.pdf](#)
5. [Attach 4. Mariposa Landscapes, Inc. Proposal.pdf](#)
6. [Attach 5. Mariposa Original Cost Proposal.pdf](#)
7. [Attach 6. Mariposa Revised Pricing Proposal, reduced SOW, 05-30-2024.pdf](#)