

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: May 20, 2026

To: Mayor and Town Council
From: Anna Perez, Environmental Analyst
Elizabeth Cargay, Environmental Program Manager
William Nahas, Deputy Director of Water and Environmental Management
Subject: Approve a General Services Agreement for Routine Maintenance and Replacement of Town-Managed Stormwater Low-Impact Development Features

Recommendation to Council:

1. Approve a General Services Agreement with Callahan Landscape Contractors, Inc. for landscape services in an amount of \$625,600 for the term of the Agreement and authorize the Town Manager to execute said agreement and approve contract documentation and amendments up to the authorized budget and scope of work on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

Storm Water LID features, like rain gardens and bioswales, are storm water facilities that are essential landscape features designed to reduce the amount of pollutants, such as oil, grease, fertilizers, pesticides, pet waste, and trash that accumulate on sidewalks, roofs and roadways and are transported by runoff into Windsor's storm drains and our nearby creeks and streams. Numerous storm water facilities have been installed on public and private property in Windsor, as required to comply with storm water regulations in California. The proposed contract includes maintaining storm water LID facilities in Town Parks and in the public right-of-way that have been constructed or are currently under construction. The Town is responsible for the maintenance of approximately 37,000 square feet of bioretention/vegetated swales, 42 tree filters and 8 underground storage units. Additional sites will be added to this contract as construction projects are completed and added to the 1982 Act Assessment.

The 1982 Act Benefit Assessment District is an assessment established to recover costs of flood control, drainage facilities, and storm water quality improvements that benefit the assessed properties. Each year an Engineer's Report is developed to determine the annual assessment for the 1982 Act Benefit Assessment District in conjunction with other assessment districts.

These landscape features and their routine maintenance are required by the North Coast Regional Water Quality Control Board in accordance with the Town's Regional Storm Water Low-Impact Development Technical Design Manual, the Town of Windsor's Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit, and the federal Clean Water Act. By properly maintaining stormwater LID features, the Town ensures that they function as designed to improve water quality in Windsor's creeks and the Russian River.

Discussion:

The Services for the proposed contract include the maintenance of Storm Water LID features: bioswales, tree pod biofilter units (tree filters), vegetated swales, bioretention areas, and Cudo infiltration chambers. The objective for the maintenance of stormwater LID features is to retain the original design function of stormwater treatment and volume capture capacity. Routine maintenance includes but is not limited to: trash, sediment and debris removal, weeding, trimming, pruning, assessing plant health, checking irrigation, removal of sediment buildup, mulch replacement, and fertilizer application. As-needed maintenance activities include, but are not limited to: plant replacement, irrigation repair and replacement, soil replacement, and any additional routine work that is needed more frequently than the bid frequency. Unit costs are shown on the bid sheets.

A Notice to Contractors soliciting bids was issued by Public Works on January 29, 2026. The Notice was advertised in the Press Democrat and added to the Town website. On February 24, 2026, a bid opening was held for the project. Four bids were received, and the base bid price ranged from \$74,008 to \$102,950 (Attachment 2). Callahan Landscaping submitted the lowest responsible bid of \$97,782. The total annual amount of the proposed general services contract with Callahan Landscaping Contractors, Inc. is therefore \$97,782, plus on-call and as-needed services for replacement activities.

Using criteria in Municipal Code 1-6-110 - Purchasing Award; Factors to Be Considered, scoring was conducted, as stated in the Bid/Proposal Request to determine the lowest responsive and responsible bidder.

Scoring Criteria:

- 40% - cost
- 30% - experience with LID maintenance
- 20% - qualifications and certifications
- 5% - financial capacity
- 5% - references

Scoring results are shown in Attachment 2. The two lowest bids failed to provide sufficient evidence of the bidder's ability to perform the work. The second lowest bid was from an organization that previously performed similar work, but did not complete the work at the level of professional knowledge and skill required by this new contract and did not indicate the minimum level of experience required. Callahan Landscape Contractors, Inc. provided lowest bid that met the minimum experience criteria. Based on these factors, it has been determined that Callahan is the lowest responsive and responsible bidder.

Staff requests authorization to contract landscape services with Callahan Landscape Contractors, Inc. for a five (5) year period in an amount not to exceed \$625,600 for the term of the agreement. Each year, work will only be authorized up to the amount available in the Council approved budget. In Fiscal year 2027, which runs from June 30, 2026 to July 1, 2027, the approved budget includes \$104,278.00 for this work. \$60,278 from the 1982 Act Benefit Assessment District Fund, \$22,000 from the Landscape and Lighting Assessment Districts, \$10,000 from the Parks, Water, and Water Reclamation Facilities Funds, and \$12,000 from the Gas Tax Fund.

Fiscal Impact:

The total fiscal impact of the proposed General Services Agreement will allocate up to \$625,600 for the term of the agreement based annually on appropriations in the 1982 Act Assessment District Fund;

Lighting and Landscaping Assessment District Fund; Parks, Water, and Water Reclamation Facilities Funds, and Gas Tax Fund in the Council-adopted budget.

Environmental Review:

This action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

1. [GSA with Callahan Landscape Contractors for Stormwater LID Maintenance](#)
2. [Bid and Scoring Results Summary](#)

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