

MEMO

To: Honorable Mayor and Members of City Council

From: Willis Waterhouse, Parks and Streets Operations Manager

Subject: Resolution Authorizing Increased Expenditures Under Sierra Landscaping and Maintenance Contract and Ratifying Amendments to Contract

Date: March 4, 2021

Purpose

Public Works is seeking City Council authorization to increase expenditures under the Sierra Landscaping and Maintenance Contract and ratifying Amendments to contract - for ROW landscaping maintenance and repair services at locations to include Victory Crossing, 104th/Chambers, 112th /Potomac, and HWY85/HWY2 landscape nodes and medians.

Background / Summary

Contract with Sierra Landscaping and Maintenance was awarded in 2019 and is currently in the second of two 1-year term extensions (3rd year total). In accordance with the City's procurement policy, this contract is scheduled to go back out for formal bid solicitation at the end of this year. This contract is structured for payment of monthly installments for routine programmatic services (i.e. litter control, weed control, irrigation system charging/checks/monitoring/winterization, shrub bed trimming, fertilization, mowing of turf grass areas, etc). This contract also has provisions for additional work orders to be generated and approved for repairs that are needed above and beyond the routine and programmatic services (i.e. irrigation system repairs, tree/plant replacements, landscaping repairs due to car accidents, etc.).

Total expenditures of this contract to date is \$345,193.01. In August 2020 the aggregate contract expenditures exceeded \$250,000 - requiring City Council approval for continued expenditures under this contract. Factors leading to delay in seeking City Council approval included staff vacancies/turnover in the position(s) directly overseeing this contract as well as several anomalies in the volume of repair work to irrigation systems. Continuity in expenditure tracking, as related to the overall contract and all terms is restored/reconciled. PW is requesting City Council's approval for contract continuance/expenditures through the duration of 2021. Total estimated contact expenditures (pending any additional necessary repairs) is \$475,000. These funds were/are budgeted and approved as part of the 2019 - 2021 Public Works Streets Operating Budget.

NOTE: In addition to this contract, Public Works also has a contract with Sierra Landscaping and Maintenance for ROW landscape maintenance and repair services on Tower Rd and Highway 2. During the 2K funded road improvement projects for these respective roadways, annual maintenance and repairs were funded through the term of

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the warranty periods from the individual construction budgets. In 2020 these warranty periods expired and the City executed a separate contract for maintenance and repairs of these developed landscape areas. This contract is scheduled to be combined with the main ROW maintenance and repair contract when it goes out for formal bid solicitation at the end of this year.

The chart below outlines annual contract expenditures for 2019 and 2020, anticipated expenditures for 2021, and overall outside services budget in the Streets Division Operating Budget for each year.

Right of Way Landscape Maintenance - (TWA Inc.) Sierra Landscaping and Maintenance Account #: 010-15-401-731-000 (Street Operations Operating Budget - Outside Services)				
Agreements	2019	2020	2021*	Aggregate Total
MSA - Landscape Maintenance and Repair Services (Victory Crossing, 104th/Chambers, Hwy85/Hwy2, 112th/Potomac)	\$ 166,718.12	\$ 158,512.89	\$ 149,772.00	\$ 475,003.01
MSA - Landscape Maintenance and Repair Services (Tower/Hwy 2 widening)	\$ -	\$ 77,885.63	\$ 93,861.00	\$ 171,746.63
Street Operations Outside Services Budget	\$ 536,026.00	\$ 473,102.00	\$ 413,640.00	\$ 1,422,768.00
*Projected annual cost				
** Both MSAs listed above are scheduled for formal solicitation at the end of this year				

Staff Recommendation

Approve Resolution: Authorizing Increased Expenditures Under Sierra Landscaping and Maintenance Contract and Ratifying Amendments to Contract (initial contract and amendments attached).

