



## **CITY COUNCIL AGENDA REPORT**

**MEETING DATE:** 5/21/2024

**DEPARTMENT:** Public Works

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### **SUBJECT:**

AWARD OF CONTRACT FOR LAKE FOREST CITYWIDE ON-CALL FACILITY AND PARK MAINTENANCE SERVICES

### **RECOMMENDED ACTION(S):**

1. Award an Agreement for Maintenance Services in the amount of \$484,200 to Jamey Clark, Inc., for Lake Forest Citywide On-Call Facility and Park Maintenance Services
  2. Authorize the Mayor to sign, and the City Clerk to attest, the award of an Agreement for Maintenance Services to Jamey Clark, Inc., substantially in the form attached.
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### **EXECUTIVE SUMMARY:**

The current agreement with Jamey Clark, Inc. ("JCI") for citywide on-call facility and park maintenance services will expire on June 30, 2024. Staff issued a Request for Proposals (RFP) in March 2023. The procurement process is a qualifications-based selection process. The RFP selection process is based on a firm's experience, understanding of the scope of services, proposed personnel, completion of similar projects in a timely manner, and ability to provide optimal services at an acceptable cost. After completing a competitive process as outlined in the City's Purchasing Guidelines, staff identified JCI as the most qualified firm for citywide on-call facility and park maintenance services. Staff recommends the City Council award an agreement for Maintenance Services to JCI.

The term for the proposed agreement would be three years with two optional one-year extensions at the discretion of the City Council. The proposed Agreement for Maintenance Services for Citywide On-Call Facility and Park Maintenance Services Agreement with JCI ("Agreement") would begin July 1, 2024 (Attachment 1). The Agreement includes a compensation amount of \$484,200. Sufficient funds for the Agreement are included in the 2023-2025 Operating Budget. The Finance Department prepared the Agreement for Maintenance Services with JCI, which the City Attorney reviewed and approved as to form.

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## **BACKGROUND:**

The City provides facilities, parks, playgrounds, parkways, and medians for the use and enjoyment by the community. The City maintains these facilities and conducts repairs by utilizing an on-call maintenance provider on an as needed basis. Services include playground certified safety inspections and repairs, plumbing repairs, equipment repairs, and after hour responses related to vandalism and broken facilities. The City currently maintains 30 parks, various structures and facilities such as Arbor structures, Sports Park Community Center, and Civic Center.

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## **DISCUSSION:**

On March 7, 2024, staff issued an RFP and solicited proposals for Maintenance Services on OpenGov. The scope of work provides for general maintenance of park facilities and includes furnishing all labor, materials, equipment, tools, and incidentals to repair City-owned facilities and equipment at all park locations and at the Civic Center as required. At the close of the RFP response period, the City received one proposal. The RFP had 285 views, 12 followers, and three applicants that started a submission. Ultimately, only one vendor submitted a proposal. Facility Maintenance and Park Maintenance Services are very specific services with a finite number of contractors. The details associated with park inspections and repairs require certifications from the State of California that many construction contractors do not obtain. Consistent with the City Purchasing Guidelines, staff assembled a selection committee approved by the City Manager to review proposals and participate in the interview phase of the selection process. The selection committee was comprised of the following:

- Director of Public Works
- Public Works Maintenance Manager
- Facility Maintenance Manager
- Senior Recreation Supervisor

### Technical Review and Interview Process

The review process is comprised of three phases: the Technical Review of written proposals, the Qualifications Interview phase, and the Cost Proposal Evaluation. The Purchasing Guidelines require the Selection Committee to review all proposals submitted in response to the RFP. Staff reviewed the proposal submitted by JCI. As summarized in Table 1, staff reviewed the proposal and JCI met the minimum required technical criteria and staff therefore

invited JCI to the interview process. Table 2 shows the total score for the interview and cost.

**Table 1:  
Technical Review Scoring**

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Score (Max Score 100)
JCI-Safepark	82.5	90.5	87.5	81.5	<b>85.5</b>

**Table 2:  
Aggregate Scores Summary - Interview and Cost Scoring**

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Score (Max Score 200)
JCI-Safepark	180	182.4	186.4	184	<b>183.2</b>

During the qualifications interview, Jamey Clark demonstrated knowledge and experience with maintaining and repairing facilities and parks. Cost Proposal scoring is based on the costs for as needed services. At the conclusion of the interview process, JCI had the opportunity to submit a revised cost proposal. JCI did not propose any changes to their original cost proposal. Table 3 below describes the final cost proposal received.

**Table 3  
COST PROPOSALS**

Firm	3-Year Cost Proposal
Jamey Clark, Inc.	\$484,200

The costs include all required services and allowances for emergency repairs. After the analysis of the proposal and cost, staff determined JCI is the most qualified and cost-effective contractor for Citywide Facility and Park Maintenance Services. The cost proposal sets unit prices for three years and is nearly the same as the current contract. JCI has satisfactorily completed projects for the City in the past. JCI is currently providing on-call facility and park repair services for the cities of Dana Point, Laguna Hills, Mission Viejo, San Clemente, and Vista. Although JCI is the incumbent contractor, staff conducted a reference check, which yielded positive results. The reference check with other agencies stated the quality of the company's work has been very good (Attachment 2). JCI has demonstrated its willingness to respond quickly to specific concerns and requests from staff.

The Finance Department prepared the Agreement with JCI, which the City Attorney reviewed and approved the agreement as to form. The proposed agreement would be for the standard 3-year initial term with two optional one-year extensions based on performance and at the City Council's discretion. The proposed agreement includes a total not-to-exceed compensation amount of \$484,200. Per the City's Purchasing Guidelines, the City Manager may approve additional work not-to-exceed 10% of the original Agreement amount. Staff recommends the City Council award an Agreement for Maintenance Services with JCI.

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#### **FISCAL IMPACT:**

The proposed Agreement for Maintenance Services includes \$484,200 in total compensation. Sufficient funds are included in the 2023-2025 Operating Budget to cover the costs of the recommended action.

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#### **ATTACHMENTS:**

1. Agreement for Maintenance Services with Jamey Clark, Inc., for Maintenance Services
2. References for Jamey Clark, Inc.

Initiated By: Michael McConaha, Public Works Maintenance Manager  
Submitted By: Thomas E. Wheeler, P.E., Director of Public Works/City Engineer  
Approved By: Debra Rose, City Manager