



## **CITY COUNCIL AGENDA REPORT**

**MEETING DATE:** 12/17/2024

**DEPARTMENT:** Public Works

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### **SUBJECT:**

LAKE FOREST CITYWIDE SPORTS PARKS LANDSCAPE MAINTENANCE SERVICES

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

1. Award an Agreement for Maintenance Services in the amount of \$4,364,113.05 to Brightview Landscape Services, Inc., for Citywide Sports Parks Landscape Maintenance Services.
  2. Adopt a Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST, CALIFORNIA, AMENDING THE 2023-2025 OPERATIONS BUDGET; AMENDING APPROPRIATIONS FOR FISCAL YEAR 2024-25"
  3. Authorize the Mayor to sign, and the City Clerk to attest, the award of agreement to Brightview Landscape Services, Inc., substantially in the form attached.
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### **EXECUTIVE SUMMARY:**

The current agreement with Brightview Landscape Services ("Brightview") citywide sports parks landscape and park maintenance services expires on December 31, 2024. Staff issued a Request for Proposals ("RFP") in August 2024. The procurement process is a qualifications-based selection process. The RFP selection process is based on a contractor's experience, understanding of the scope of services, proposed personnel, completion of similar projects in a timely manner, and their ability to provide optimal services at an acceptable cost. After completing a competitive process as outlined in the City's Purchasing Guidelines, Brightview had the highest proposal score, in addition to the lowest proposed cost.

Staff recommend awarding an agreement to Brightview. The term for this agreement would be three years with two optional one-year extensions at the discretion of the City Council. The proposed Citywide Sports Parks and Landscape Maintenance Services Agreement with Brightview ("Agreement")

would begin January 1, 2025 (Attachment 1). The Agreement includes a compensation amount of \$4,364,113.05. A budget adjustment for the new agreement of approximately \$91,000 is necessary to ensure there are sufficient funds for the proposed Agreement.

## **BACKGROUND:**

The City currently maintains 285 acres of landscape areas within 31 parks in addition to 80 acres of medians, parkways, and slopes. The parks are maintained utilizing three separate agreements. One for the Lake Forest Sports Park ("Complex"), one for the remaining 9 active sports parks (parks with athletic fields), and one agreement for the passive parks (no designated athletic fields). A separate agreement exists for the Medians, Parkway, and Slopes. Currently, Brightview maintains the Lake Forest Sports Park Complex and Citywide Sports Parks agreements, and Nieves Landscape maintains the Medians, Parkway, Slopes and Passive Parks agreements.

The City's nine sports parks typically consist of one or two soccer fields, with some parks including baseball fields. Included in this agreement is Portola Park with its open field, tennis courts, volleyball court, and dog park. Unlike the Lake Forest Sports Park, which has seven soccer fields and five baseball/softball fields, citywide sports parks have a limited number of fields thus reducing the amount of league play and wear on the fields. This results in the City using traditional methods of turf maintenance to maintain most sports parks, such as once a week mowing and generic aerating/fertilization techniques. The sports complex is 86 acres, and the remaining sports parks are 174 acres. Brightview was awarded an agreement in 2019 through a competitive request for proposal process. The current agreement ends December 31, 2024.

## **DISCUSSION:**

On August 27, 2024, staff issued an RFP and solicited proposals for maintenance services on OpenGov. The scope of work includes general daily maintenance, weed control, turf grass maintenance, limited tree pruning, pest and rodent control, fertilization, irrigation facilities maintenance, infield maintenance, and maintenance of drainage facilities. At the close of the RFP response period the City received five proposals.

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
- Senior Landscape Administrator
- 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 proposals submitted by Merchants, Brightview, Elite, Mariposa, and Nieves. As summarized in Table 1, staff reviewed the proposals, and all contractors met the minimum required technical criteria and staff therefore invited them 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 Avg. Score (Max Score 100)
Brightview Landscape Services, Inc.	89	90	89	81	<b>87.25</b>
Merchants Landscape Services, Inc.	77	61.5	88	73.5	<b>75</b>
Nieves Landscape, Inc.	68	80	70	66	<b>71</b>
Elite Maintenance & Tree Services, Inc.	68.5	70	70.5	65	<b>68.5</b>
Mariposa Landscape, Inc.	68	66.5	60	75.5	<b>67.5</b>

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

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Avg. Score (Max Score 200)
Brightview Landscape Services, Inc.	184	184	192	189.6	<b>187.4</b>
Merchants Landscape Services, Inc.	147.4	157	155.4	149.8	<b>152.4</b>

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Avg. Score (Max Score 200)
Nieves Landscape, Inc.	142	129.2	145.2	138	<b>138.6</b>
Elite Maintenance & Tree Services, Inc.	131.2	129.6	147.2	132	<b>135</b>
Mariposa Landscape, Inc.	125.8	129	133	129	<b>129.2</b>

Brightview scored the highest technical and aggregate scores during the RFP process. During the qualifications interview Brightview was highest qualified and demonstrated expertise, knowledge, and experience working at Sports Parks and managing sports fields. Brightview articulated well the RFP scope and current conditions of the City parks.

### Cost Proposals

Compensation scoring is based on monthly and as needed services. At the conclusion of the interview process, all firms had the opportunity to submit a last, best, and final cost proposal. Only one firm resubmitted a cost proposal. Brightview did not propose any changes to their original cost proposal. Table 3 below describes the final cost proposals received.

**Table 3 COST PROPOSALS**

Firm	3-Year Cost Proposal
Brightview Landscape Services, Inc.	\$4,364,113.05
Elite Maintenance & Tree Services, Inc.	\$4,803,657.06
Nieves Landscape, Inc.	\$5,101,784.94
Merchants Landscape Services, Inc.	\$5,303,439.63
Mariposa Landscape, Inc.	\$8,232,128.34

The cost is comprised of routine monthly maintenance, irrigation repairs, plant material, and emergency repairs. After the analysis of the proposals and costs, staff determined Brightview is the most qualified and cost-effective contractor for Citywide Sports Parks and Landscape Maintenance Services.

Brightview earned the highest score overall and provided the lowest cost proposal. The cost proposal sets unit prices for three years. Staff vetted the cost to ensure Brightview can maintain services for the three-year term of the

agreement. Brightview's cost proposal and existing institutional knowledge of the Citywide Sports Parks were considerations for the recommended selection.

The new agreement includes general cost increases associated with higher labor wages, equipment, irrigation parts, and plant material, which have taken place since the last agreement was procured five years ago. Contractors have increased costs to meet state mandates, such as California Assembly Bill 1346 that bans the sale of most new gas-powered tools and equipment, requiring the switch to battery powered options. The new agreement includes additional sod replacement during summer renovations of the soccer fields. The soccer fields have seen increased play and tournaments requiring significantly more sod replacement versus strictly renovating using only grass seed. No additional staffing requirements were requested through this agreement and amounts have remained the same as previous agreements for sports parks maintenance services. The City operations budget includes \$1,277,705 per year for this work. The new agreement would require a budget of \$1,454,704.35 per year. Therefore, staff proposes a budget adjustment of approximately \$91,000 to reflect the new costs in the 2023-2025 Operating Budget (Attachment 2).

Brightview currently provides services for the cities of La Mirada, Newport Beach, Cerritos, Costa Mesa, and Riverside. Brightview currently manages the Sports Complex and has been the primary landscape services provider since the opening of the park. The reference check with other agencies stated the quality of the company's work has been good (Attachment 3).

The Finance Department prepared the maintenance services agreement with Brightview, which the City Attorney reviewed and approved 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 \$4,364,113.05. 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 Brightview.

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## **FISCAL IMPACT:**

Approving the recommended actions would award the proposed Agreement for Maintenance Services to Brightview at the amount of \$4,364,113.05 in total compensation. The Agreement includes a 3-year term ending December 31, 2027, with two optional one-year extensions. Approving the recommended actions would also adopt a budget adjustment of \$91,000 to provide sufficient funds in the 2023-2025 Operating Budget.

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**ATTACHMENTS:**

1. Agreement for Maintenance Services with Brightview Landscape Services, Inc., for Citywide Sports Parks and Landscape Maintenance Services
2. Proposed Budget Resolution
3. References for Brightview Landscape Services, Inc.

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