

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	January 9, 2008
TO:	Riverside County Transportation Commission
FROM:	Joe Colayco, Staff Analyst Min Saysay, Right-of-Way Manager
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Agreement with Tropical Plaza Nursery, Inc. to Provide Landscape Maintenance Services for the Five Metrolink Stations in Riverside County

STAFF RECOMMENDATION:

This item is for the Commission to:

- 1) Award Agreement No. 08-24-050-00 to Tropical Plaza Nursery, Inc. (Tropical) to provide landscape maintenance services at the five Commission-owned Metrolink stations in the amount of \$135,000; and
- 2) Authorize the Chair, pursuant to legal counsel review, to execute the agreement on behalf of the Commission.

BACKGROUND INFORMATION:

The Commission owns and operates five Metrolink stations with extensive landscaping, which is an important component to attract commuters to use the trains, assist in attaining the Commission's objectives to improve the environment, and preserve the property investments of the Commission. To accomplish these objectives, landscape maintenance services are required to maintain all plant materials in a condition consistent with horticulturally accepted standards for growth, color, and appearance.

Staff developed and released a request for proposals (RFP) for landscape maintenance contractor services for the five Metrolink stations on September 25, 2007.

Calendar of Events

Publication of RFP	September 25, 2007
Deadline for Bid Package Submittal by 2:00 p.m.	October 17, 2007
Interview Date	November 8, 2007
Commission Approval of Selection	January 9, 2008

Selection Process

After sending out invitations to 113 prospective landscaping firms, staff received proposals from two bidders. A selection panel was assembled, consisting of representatives from the Commission and Bechtel. The selection panel reviewed the proposals and numerically scored the proposals based on qualifications of the bidder, staffing and project organization, work plan, cost and price, and completeness of response.

After reviewing the proposals based on the above criteria, the panel ranked the firms, as follows:

Top Ranked	Tropical Plaza Nursery, Inc.
Second	Christian’s Landscape, Inc.

The panel then invited the most responsive bidder for an interview to obtain more detailed information about its proposal.

The evaluation process described above resulted in the selection of Tropical as the top-ranked candidate. Tropical expressed a strong commitment to providing a consistent level of service and a clearer understanding of the maintenance needs of the Metrolink stations, at a very competitive price.

Staff recommends that the contract for the landscape maintenance requirements of the Metrolink stations be awarded to Tropical. Staff further recommends the award of a one-year contract at \$135,000 per year with two one-year extension options to be exercised at the sole discretion of the Commission.

The total contract value is \$135,000. A budget of \$67,500 for the balance of FY 2007/08 has been included in the current fiscal year’s budget.

Financial Information					
In Fiscal Year Budget:	Yes No	Year:	FY 2007/08 FY 2008/09	Amount:	\$67,500 \$67,500
Source of Funds:	LTF			Budget Adjustment:	N/A
GLA No.:	103 24 73312 P4001, P4002, P4003, P4004, and P4006				
Fiscal Procedures Approved:	<i>Sherisia Iuvono</i>			Date:	12/18/2007