



Metro

Metropolitan Transportation Authority

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26

**OPERATIONS COMMITTEE
FEBRUARY 21, 2008**

SUBJECT: LANDSCAPE MAINTENANCE SERVICES FOR TRANSIT FACILITIES

ACTION: AMEND CONTRACT OP33441620 WITH DIVERSIFIED LANDSCAPE COMPANY

RECOMMENDATION

Authorize the Chief Executive Officer to execute Contract Modification No. 3 to Contract OP33441620 with Diversified Landscape Company, to provide landscape maintenance services for additional Metro transit facilities and as needed services for a period of 25 months in the amount not to exceed of \$200,000, increasing the Total Contract Value from \$3,796,496 to \$3,996,496.

RATIONALE

Diversified Landscape Company (Diversified) was awarded contract OP33441620 in April 2005 to provide landscape maintenance services for transit facilities with the exception of the Orange Line, which is maintained under a separate contract. Since the inception of the contract, 19 locations such as Traction Power Substation compounds and the new Division 9 facility were added to the scope of work and are being serviced by Diversified. Payment for servicing these additional locations was being paid out of the contingency funds in the contract that were approved by the Board as part of the original award. In addition, an increased demand on these funds to cover higher incidents of irrigation repairs resulting from vandalism has nearly depleted the contingency funds in the contract.

The additional requested funds of \$200,000 will be utilized to cover both servicing the locations that were added to the scope of work and to cover future out-of-scope as-needed services that will be required from time to time during the remaining 25 months of the contract. Anticipated as-needed services that would need this additional funding include irrigation repairs and replacing lost plant material due to vandalism or acts of nature that are beyond the control of the maintenance contractor.

This requested additional funding authorization is needed to maintain the health and well being of ornamental vegetation at transit facilities. Regular and as-needed maintenance of landscaped planters is necessary in order to improve the appearance and cleanliness of our facilities, to maintain irrigation systems in working order for proper water management and

plant health and to comply with local municipal ordinances by keeping our landscaped properties free of trash accumulation and weed re-growth.

IMPACTS TO OTHER CONTRACTS

This action does not impact other contracts.

FINANCIAL IMPACT

The additional funding of \$200,000 for this service is included in the FY08 budget in cost center 3344, Contract & Administration under projects 300011 (Bus Operations), 300022 (Blue Line Operations), 300033 (Green Line Operations), 300044 (Red Line Operations) and 300055 (Gold Line Operations). Since this is a multi-year contract, the cost center manager and Chief Operations Officer will be accountable for budgeting the cost in future years, including any options exercised. In FY07, \$746,862 was expended on this service.

ALTERNATIVES CONSIDERED

One alternative considered is to provide the service in-house. This will require the hiring of additional personnel, equipment and trucks. Staff's analysis indicates that this is a labor intensive task and not a cost effective option.

ATTACHMENTS

- A. Procurement Summary
- A-1 Procurement History
- A-2 List of Subcontractors

Prepared by: Brady Branstetter, Director, Facilities Maintenance
Hussein Farah, Facilities Maintenance Manager
Edward Velazquez, Sr. Contract Administrator

Carolyn Flowers

Carolyn Flowers
Chief Operations Officer

[Signature]

Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

LANDSCAPE MAINTENANCE SERVICES FOR METRO TRANSIT FACILITIES

1.	Contract Number: OP33441620		
2.	Recommended Vendor: Diversified Landscape Co.		
3.	Cost/Price Analysis Information:		
	A. Proposed Price: \$122,410	Recommended Price: \$200,000 (including contingency)	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Firm Fixed Unit Rates		
5.	Procurement Dates:		
	A. Issued: N/A		
	B. Advertised: N/A		
	C. Pre-proposal Conference: N/A		
	D. Proposals Due: Nov. 05, 2007		
	E. Pre-Qualification Completed: N/A		
	F. Conflict of Interest Form Submitted to Ethics: N/A		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: 0%	Date Small Business Evaluation Completed: N/A	
	B. Small Business Commitment: N/A		
7.	Invitation for Bid/Request for Proposal Data: N/A		
	Notifications Sent: N/A	Bids/Proposals Picked up: N/A	Bids/Proposals Received: N/A
8.	Evaluation Information:		
	A. Bidders/Proposers Names: Diversified Landscape Co.	<u>Proposal Amount:</u> \$191,484 Dec 06	<u>Best and Final Offer Amount:</u> \$122,410
	B. Evaluation Methodology: Details are in Attachment A-1.C		
9.	Protest Information: N/A		
	A. Protest Period End Date: N/A		
	B. Protest Receipt Date: N/A		
	C. Disposition of Protest Date: N/A		
10.	Contract Administrator: Edward Velasquez	Telephone Number: 213-922-7315	
11.	Project Manager: F. Dan Estrada	Telephone Number: 213-922-6021	

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

LANDSCAPE MAINTENANCE SERVICES FOR METRO TRANSIT FACILITIES

A. Background on Contractor

Diversified Landscape Company is located in Winchester, CA and has been in business for 16 years. The firm began as a small residential and commercial landscape maintenance operation, and later grew to include public sector landscape construction projects. Although the firm has not had any prior known contracts directly with Metro, it was responsible for providing Metro Gold Line landscape and irrigation as a subcontractor to the "Pasadena Blue Line" prime contractor. It has had contracts with Yeager Construction, Brutoco Engineering, Caltrans, and many other large clients.

B. Procurement Background

The initial procurement was handled as a competitive sealed bid under IFB No. OP33441620. The contract has a base period of three years, with two one-year options, for a total possible contract period of five years. Put into effect in April 2005, the base contract term shall end in April 2008. When exercised, Option One shall run for the 12 months ending in April 2009, to be followed, when exercised, by Option Two which shall run for an additional 12 months ending in April 2010.

Of the \$200,000 requested, \$122,410 is for the known expanded level of landscape work effort, the balance is contingency funding to cover the expanded unanticipated as needed landscape work element of the base contract which now extends to 154 facilities.

C. Evaluation of Proposal

In December 2006 the contractor had proposed a current and out year price estimate of \$191,484 for the expanded landscape work. However, through a series of ongoing discussions, the contractor reduced the amount of current and out year pricing for the known expanded landscaping level of effort to \$122,410 in November 2007.

D. Cost/Price Analysis Explanation of Variances

The contractor proposed price of \$122,410 was determined to be fair and reasonable based upon a price comparison of landscape services at our facilities of comparable square footage, vegetation coverage, irrigation, and work complexity. No material price variances were found in the final November 2007 proposal. In nearly every case the contractor's proposed prices were comparable to the prices furnished for the representative sample of our facilities used for comparison.

**BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS**

LANDSCAPE MAINTENANCE SERVICES FOR METRO TRANSIT FACILITIES

PRIME CONTRACTOR – Diversified Landscape Company

Small Business Commitment

Other Subcontractors

NA

NA

Total Commitment 0%