



Metro™

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**OPERATIONS COMMITTEE
FEBRUARY 19, 2004**

SUBJECT: LANDSCAPE MAINTENANCE SERVICES FOR METRO TRANSIT FACILITIES

ACTION: MODIFY EXISTING CONTRACT TO ADD ADDITIONAL LOCATIONS

RECOMMENDATION

Authorize the Chief Executive Officer to execute Modification No. 1 to Contract No. OP33445326 with Accent Landscape, Inc. to provide landscape and irrigation maintenance services for the Metro Pasadena Gold Line stations, facilities and seven additional Metro transit locations, for a period of one year, in the amount not to exceed \$232,688, increasing the Total Contract Value from \$3,073,158 to \$3,305,846.

RATIONALE

The contract provides basic landscaping and irrigation maintenance services for MTA bus and rail transit stations, facilities and railroad rights-of-way (Red, Green and Blue Lines). This action will modify the scope of work to provide regularly-scheduled and as-needed maintenance services for ground cover, shrubs, trees and irrigation systems at Pasadena Gold Line stations, facilities and planted portions of the right-of-way. As-needed services include such tasks as repairing vandalized or damaged irrigation system components and removing and replacing damaged or lost plant materials. Accent Landscape has been performing the service since the Pasadena Gold Line opened to the public in July 2003 under a limited notice to proceed authorization.

Also, included in this modification is the servicing of the following locations that were not included in the original bid document: Blue Line Maintenance-of-Way Facility (Location 66), Watts Urban Parkway, Wilshire/Vermont Station, Universal Station, North Hollywood Station, Westlake Station and the San Fernando Valley Sector Office. One location was overlooked during the original bid, the remaining six locations were added later after the contract was awarded or the level service on them was increased. Accent Landscape maintained these locations and contingency funds in the contract provided the funding to pay for the service. These funds are now depleted and there is one-year remaining in the contract term.

IMPACT TO OTHER CONTRACTS

None.

FINANCIAL IMPACT

Funding of \$908,890 for this service is included in the FY04 budget in Cost Center number 3344, under Project 300055, Project 300044, Project 300033, Project 300022, Project 300011, Project 300014 and Project 610041. Since this item is for a multi-year contract, the Cost Center Manager and Deputy Chief Executive Officer will be accountable for budgeting the amount in future years. In fiscal year 2003, \$609,992 was expended on this activity.

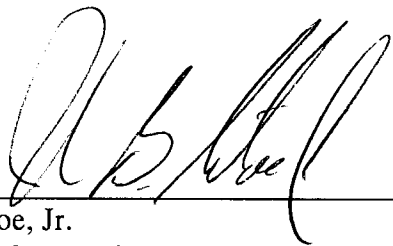
ALTERNATIVES CONSIDERED

One alternative considered is to award a new contract for this additional work. However, only one-year remains on the existing contract at which time an all-encompassing contract, including this added work, could be awarded. Another alternative considered was to provide the service in-house. This would require the hiring of additional personnel and the purchase of additional equipment, vehicles and supplies. Staff's analysis indicates that this is not a cost-effective option for the MTA.

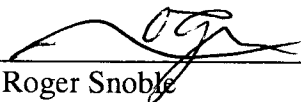
ATTACHMENTS

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

Prepared by: Denise Longley, Deputy Executive Officer, Facilities/Operations
Hussein Farah, Facilities Maintenance Manager
Robert Vasquez, Sr. Contract Administrator



John B. Catoe, Jr.
Deputy Chief Executive Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY
LANDSCAPE MAINTENANCE SERVICES FOR METRO TRANSIT FACILITIES**

1.	Contract Number: OP3345326		
2.	Recommended Vendor: Accent Landscape, Inc.		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$232,688	Recommended Price: \$232,688	
	B. Details of Significant Variances: N/A		
4.	Contract Type: Firm Fixed Unit Rate		
5.	Procurement Dates:		
	A. Issued: N/A		
	B. Advertised: N/A		
	C. Pre-proposal Conference: N/A		
	D. Proposals Due: N/A		
	E. Pre-Qualification Completed: 10/23/02 (renewal)		
	F. Conflict of Interest Form Submitted to Ethics: 01/09/04		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: 100% DBE	Date Small Business Evaluation Completed: 02/16/00	
	B. Small Business Commitment: 100% DBE (DBE Prime)		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: N/A	Bids/Proposals Picked up: N/A	Bids/Proposals Received: N/A
8.	Evaluation Information:		
	A. Bidders/Proposers Names: Accent Landscape, Inc.	<u>Bid/Proposal Amount:</u> \$232,688	<u>Best and Final Offer Amount:</u> N/A
	B. Evaluation Methodology: Details are in Attachment A-1.C		
9.	Protest Information:		
	A. Protest Period End Date: N/A		
	B. Protest Receipt Date: N/A		
	C. Disposition of Protest Date: N/A		
10.	Contract Administrator: Robert Vasquez	Telephone Number: 213-922-1044	
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

Accent Landscape, Inc. (Accent) is located in Gardena, CA and has been in business for approximately 22 years. The contractor's primary lines of business include landscape and irrigation maintenance, as well as right-of-way trash and debris-removal services. Accent has provided satisfactory service to the MTA to date under this and other contracts. Some of Accent's current or recent significant clients include Hughes Aircraft/Raytheon Corporation (El Segundo) and Rhodia, Inc. (Long Beach).

B. Procurement Background

Although the pending procurement action is a non-competitive modification to an existing contract, the contract was initially awarded through a competitive, sealed-bid process. At that time, the MTA waived the Disadvantaged Business Enterprise (DBE) participation goal for this project based on lack of subcontracting opportunities. However, Accent was a certified DBE at the time of contract award. The Board approved the contract award on February 24, 2000 for a five-year period, effective March 1, 2000.

As the prime contractor, Accent uses its own workforce for the entire scope of work without subcontracting any portion of the work. However, pursuant to the DBE program requirements, if the contractor utilizes the services of subcontractors, it is expected to afford maximum opportunities to DBEs in all subcontractor and service areas.

C. Evaluation of Bids/Proposals

This procurement action is based on a request for a non-competitive quotation from Accent to add the required work to the existing contract under current terms and conditions. The non-competitive quotation has been reviewed and is in compliance with MTA Procurement Policies and Procedures.

D. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based on an independent estimate (Gold Line) and cost/price analysis (other locations), a technical evaluation by project management, and a comparison of historical pricing, using similar pricing factors, under this contract. The recommended amount includes a contingency of \$26,910 for as-needed services, which was not included in the MTA estimate.

Bid/Proposal Amount	MTA Estimate	Recommended/Negotiated Amount
\$232,688	\$226,266	\$232,688

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

LANDSCAPE MAINTENANCE SERVICES FOR METRO TRANSIT FACILITIES

PRIME CONTRACTOR – ACCENT LANDSCAPE, INC.

Small Business Commitment

100%

Other Subcontractors

None

Total Commitment: 100% DBE (Prime was certified as a DBE at time of award.)

