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## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Brent Walker, Parks and Recreation Manager

**Date:** December 9, 2013

**Subject:** **Approval of Parks and Right of Way Maintenance Contract**

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### **ITEM DESCRIPTION**

Staff recommends awarding the Parks and Right of Way Maintenance to Optech RWM, LLC.

### **BACKGROUND**

The Public Works Department manages the maintenance of parks and right-of-way throughout the City which in 2014 will include the addition of the new Georgetown parks. Since the City's incorporation this maintenance has been completed by establishing a desired level of service and hiring a qualified contractor to meet our needs.

In 2014 the parks maintenance portion of the maintenance contract will include all eight parks with combined land space of just over 170 acres. The parks will continue to be maintained year round with all assigned areas visually inspected daily to identify and address litter, debris, graffiti, and safety issues. Parks bathrooms will continue to be cleaned at least daily. Work orders for any priority one (hazardous issues) will be addressed within 24 hours. Preventive maintenance such as winterizing restrooms and cleaning roofs and gutters as well as landscape and turf maintenance during the growing season (April 1 – October 31) will continue to be important aspects of the parks maintenance contract.

In 2014, the right-of-way portion of the maintenance contract will continue to include removing roadway hazards (such as debris or trees), trimming vegetation to improve visibility, picking up trash and dead animal removal. As with work orders for parks, any priority one (hazardous issues) will be addressed within 24 hours. Just under six miles of right of way is planned for seasonal mowing (April 1 – October 31) on a monthly basis.

In an effort to maintain the expanding park system and our right-of-way, staff released a Request for Proposals for a two year (one year with a one year renewal option) contract and received ten proposals. The cost proposed for the two years of maintenance ranged from \$483,546 to \$884,786.

### **ANALYSIS**

In reviewing the proposals, staff reviewed the firm's approach, qualifications, and cost to determine the best value of service each vendor could provide. Approach and qualifications were ranked out of 150 points and cost was ranked out of 150 points. The lowest cost was assigned full value of 150 points.

The following spreadsheet ranks the firms in order of their total score.



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Firm	Qualifications	Cost	Cost Score	Total
<b>Optech</b>	150	\$507,812	143	293
<b>Premier</b>	136	\$589,246	123	259
<b>Ed Castro</b>	94	\$483,546	150	244
<b>SKB</b>	121	\$747,305	97	218
<b>Old Mountain</b>	109	\$690,156	105	214
<b>Tri Scapes</b>	113	\$794,800	91	204
<b>Ruppert</b>	85	\$648,300	112	197
<b>RoadWorx</b>	105	\$884,786	82	187
<b>Pebblestone</b>	66	\$652,000	111	177
<b>CBI</b>	67	\$748,800	97	164
	150	N/A	150	300

Staff rated Optech strongly in terms of their qualifications and approach as the proposed level of service seemed best aligned with our needs in terms of the proposed crew, the proposed equipment, and the proposed skill sets.

Optech proposed a five person crew dedicated to parks maintenance needs plus a two person crew dedicated to right-of-way maintenance needs. This represents a significant increase from the current level of service in that we presently have a four person crew which handles both parks and right-of-way maintenance and is only supplemented by a seasonal mowing crew.

Optech’s proposed crews will also be an increased level of service in terms of their mobility. The crew will also be better equipped than our current service with three trucks for the parks maintenance crew and one for the right of way crew instead of just 2 trucks. The additional vehicles will allow the division of duties and quicker response to address issues throughout the City.

Finally, Optech’s proposed parks maintenance crew brings a skill set not presently available. Their proposed crew members have qualifications that will allow them to interface with the skilled trades necessary to do special projects and maintenance. For example, when a plumbing or electrical issues arises, the crew members with backgrounds or experience in those trades will be able to help the City handle maintenance issues relates to those issues.

Although Optech’s proposed (two year) cost at \$507,812 is \$24,266 higher than the lowest cost firm, staff believes Optech proposed a significantly higher level of service and qualifications than the lowest cost firm. As one example, the lowest cost firm, Ed Castro, did not provide personnel for all required maintenance days.



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## **FUNDING**

City Council has allocated \$360,000 in the 2014 Parks operating budget for park grounds maintenance. This provides adequate funding for the year one cost of \$250,154 with Optec. Should the contract implementation go well, staff will request funding for year two of the contract as part of the FY 2015 Budget.

## **RECOMMENDATION**

Staff respectfully requests that Council: (1) award Purchasing Contract 13-04, Parks and Right of Way Maintenance, to Optech RWM LLC and (2) authorize staff to provide funding for the contract from the funds allocated in the FY 2014 Budget.