

**Board Report**

---

**File #:** 2016-0572, **File Type:** Contract**Agenda Number:** 27.

---

**2<sup>nd</sup> REVISED**  
**SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE**  
**SEPTEMBER 15, 2016**

**SUBJECT: LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES - EXPO II EXTENSION****ACTION: APPROVE CONTRACT AWARD****RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate Contract No. OP5938800 pending the resolution of a protest for the **landscape and irrigation maintenance services along Metro Expo Line Phase II with Far East Landscape and Maintenance, Inc.**, the lowest, responsive and responsible bidder, for a not-to-exceed amount of \$1,201,384 for the three-year base period inclusive of as-needed services, \$407,849 for the first option year, and \$428,242 for the second option year, for a combined total of \$2,037,475, effective October 1, 2016 through September 30, 2021.

**ISSUE**

Under this new contract, the contractor is required to provide landscape and irrigation maintenance services for Metro's newly opened Division 14 and the Expo II Extension stations and facilities. Currently, these facilities are under the Construction Authority warranty period; however, maintenance services are on an as-needed basis, pending this new contract award to provide routine landscape and irrigation maintenance services.

To ensure providing safe, quality and on-time services, performing routine landscape and irrigation maintenance, and responding to as-needed inquiries throughout Division 14 and the Expo II Extension, a new contract award is required effective October 1, 2016.

**DISCUSSION**

The Expo II Extension is 6.6 miles of right-of-way (ROW) extending the existing Metro Expo I from Culver City to downtown Santa Monica. There are a total of seven (7) new stations along the alignment, one (1) parking structure, two (2) parking lots, and seven (7) Traction Power Substations (TPSS).

Division 14 is the Expo Line new maintenance yard located within the City of Santa Monica. This 9.7 acres Expo Line Operations campus allows Metro to provide efficient transportation and maintenance

services.

Division 14 and the Expo II stations and facilities combined include over two (2) acres of lush landscaped areas supplied by a permanent irrigation system.

This service contract was competitively procured and four bids were received. Far East Landscape and Maintenance, Inc. bid was deemed the lowest responsive and responsible bidder. This company is a Metro registered Small Business Enterprise (SBE) firm with a 100% SBE commitment exceeding the 25% goal for this contract.

Under this contract, the contractor is required to provide general landscape and irrigation maintenance services. The contractor is also required to provide optimal water management service to comply with local water agencies irrigation water use ordinances. In addition, the contractor will provide as-needed services as directed by Metro staff, such as repairing vandalized or damaged irrigation system components and replacing damaged or lost plant materials.

Regular and as-needed landscape and irrigation maintenance services are necessary in order to maintain proper plant health and keep planters free of trash and weed infestation to provide a neat appearance at all times.

To ensure providing timely landscape and irrigation maintenance services and maintain healthy plants and pleasant overall appearance and cleanliness, a new contract award is required effective October 1, 2016.

### **DETERMINATION OF SAFETY IMPACT**

The approval of this item will ensure meeting Metro maintenance standards in delivering clean and well maintained facilities and properties, provide on-going landscape and irrigation maintenance services, and provide prompt response time to deliver safe, quality, on-time, and reliable services to our customers and the public.

### **FINANCIAL IMPACT**

The annual contract value is \$400,462. Funds are allocated in Cost Center 3367 - Facilities Property Maintenance, Account 50308 - Service Contract Maintenance, Project 300066 - Rail Operations Expo Line.

Since this is a multi-year contract, the Cost Center manager, and the Senior Executive Officer, Rail Maintenance will be accountable for budgeting the cost in future years, including any option(s) exercised.

### **Impact to Budget**

The current year funding for this action will come from State and Local sources eligible for use for Operations. These sources will maximize the use of funds available for these activities.

---

**ALTERNATIVES CONSIDERED**

Staff considered providing this service through in-house staff; however, this would require the hiring and training of additional personnel, purchase of additional equipment, vehicles, and supplies to support the expanded responsibility. Staff's assessment indicates that this is not a cost-effective option for Metro.

**NEXT STEPS**

Upon Board approval, staff will execute Contract No. OP5938800 to Far East Landscape and Maintenance, Inc., effective October 1, 2016, to provide landscape and irrigation maintenance services for Division 14 and the Metro Expo II Extension stations and facilities.

**ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

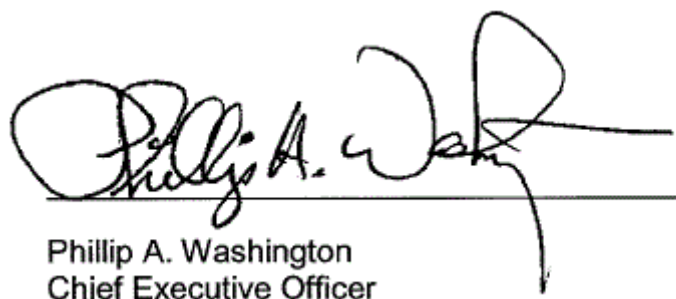
Prepared by: Brady Branstetter, DEO, Facilities Maintenance, (213) 922-6767

Lena Babayan, Senior Director, Facilities Maintenance, (213) 922-6765

Chris Reyes, Principal Transportation Planner, (213) 922-4808

Reviewed by: James T. Gallagher, Chief Operations Officer, (213) 922-4424

Ivan Page, Chief, Vendor/Contract Management (Interim), (213) 922-6383



Phillip A. Washington  
Chief Executive Officer

## PROCUREMENT SUMMARY

LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES – EXPO LINE  
PHASE II/ OP5938800

1.	<b>Contract Number:</b> OP5938800	
2.	<b>Recommended Vendor:</b> Far East Landscape and Maintenance Inc.	
3.	<b>Type of Procurement (check one):</b> <input type="checkbox"/> RFP <input checked="" type="checkbox"/> IFB <input type="checkbox"/> IFB-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> July 8, 2016	
	<b>B. Advertised/Publicized:</b> July 7, 2016	
	<b>C. Pre-proposal/Pre-Bid Conference:</b> July 19, 2016	
	<b>D. Proposals/Bids Due:</b> August 9, 2016	
	<b>E. Pre-Qualification Completed:</b> August 22, 2016	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> August 14, 2016	
	<b>G. Protest Period End Date:</b> September 22, 2016	
5.	<b>Solicitations Picked up/Downloaded:</b> 17	<b>Bids/Proposals Received:</b> 4
6.	<b>Contract Administrator:</b> Rommel Hilario	<b>Telephone Number:</b> (213) 922-4654
7.	<b>Project Manager:</b> Shaunt Avanesian	<b>Telephone Number:</b> (213) 922-5931

**A. Procurement Background**

This Board Action is to approve contract award in support of Facilities Maintenance to provide landscape and irrigation maintenance services throughout Metro Expo Line Phase II which consists of facilities along ~~six~~ 6.6 miles of Right of Ways (ROW), seven passenger stations, ~~eight~~ seven Traction Power Sub-Station (TPSS) and one Operations and Maintenance Yard. The facilities will also include one parking structure and two parking lots as outlined in Invitation for Bid (IFB) No. OP28144.

The IFB was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit price.

Two amendments were issued during the solicitation phase of this IFB:

- Amendment No. 1, issued on July 21, 2016, provided pre-bid conference material including sign-in sheets, planholder's list, and prevailing/living wage information;
- Amendment No. 2, issued on August 2, 2016, provided a Completed Projects form for bidders to complete;

A Pre-Bid Conference was held on July 19, 2016. A total of four bids were received on August 9, 2016.

## **B. Evaluation of Bids**

This procurement was conducted in accordance, and complies with, standard Metro's Acquisition Policy for a competitive sealed bid. The four bids received are listed below in alphabetical order:

1. Far East Landscape and Maintenance Inc.
2. Marina Landscape Maintenance Inc.
3. Parkwood Landscape Maintenance, Inc.
4. Woods Maintenance Services, Inc.

All four firms were determined to be responsive, responsible, and qualified to perform the required services based on the IFB's minimum requirements and technical evaluation by the Project Manager. Further analysis was conducted to review appropriate staffing levels for each bid, and all were deemed responsive to the IFB requirements by the Program Manager's technical evaluation.

## **C. Cost/Price Analysis**

The recommended pricing from Far East Landscape and Maintenance Inc. (Far East) has been determined to be fair and reasonable based upon adequate competition, fact finding, and Metro's independent cost estimate. Metro's independent cost estimate was based on historical data, recent job walks and quotes received from contractors for facilities of similar size and maintenance frequencies. These three factors validate why the independent cost estimate was substantially higher than the bids received.

<b>BIDDER</b>	<b>AMOUNT</b>	<b>METRO ICE</b>	<b>AWARD AMOUNT</b>
Far East Landscape and Maintenance Inc.	\$2,037,475.27	\$3,450,348.00	\$2,037,475.27
Woods Maintenance Services, Inc.	\$2,041,034.46		
Marina Landscape Maintenance Inc.	\$2,195,268.85		
Parkwood Landscape Maintenance, Inc	\$2,820,108.00		

## **D. Background on Recommended Contractor**

Far East has been providing residential and commercial landscaping services for over 30 years in Los Angeles County including projects with the Los Angeles County Departments of Public Works, Department of Park and Recreation, Department of Health Services, Department of Probation, and Department of Children and Family. As a full service landscape company, Far-East provides gardening and lawn care to

extensive landscaping projects including areas such as construction, water, lighting, stone layout, irrigation and commercial development.

Far-East is currently a subcontractor to both Parkwood Landscape Maintenance, Inc. and Wood Maintenance, Inc. for Metro's Graffiti Abatement, Landscape & Irrigation Maintenance and Trash & Vegetation Removal Services contracts in Region 1, 2, 3, and 4.

**DEOD SUMMARY**

**LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES – EXPO II  
EXTENSION / OP5938800**

**A. Small Business Participation**

The Diversity and Economic Opportunity Department (DEOD) established a 25% Small Business Enterprise (SBE) goal for this solicitation. Far East Landscape & Maintenance, an SBE certified Prime, exceeded the goal by making a 100% SBE commitment.

<b>Small Business Goal</b>	25% SBE	<b>Small Business Commitment</b>	100% SBE
----------------------------	---------	----------------------------------	----------

	<b>SBE Subcontractors</b>	<b>% Committed</b>
1.	Far East Landscape & Maintenance (SBE Prime)	100%
	<b>Total Commitment</b>	<b>100%</b>

**B. Living/Prevailing Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) is applicable to this contract. Metro staff will monitor and enforce the policy guidelines to ensure that applicable workers are paid at minimum, the current Living Wage rate of \$16.18 per hour (\$11.27 base + \$4.91 health benefits), including yearly increases of up to 3% of the total wage. In addition, contractors will be responsible for submitting the required reports for the Living Wage and Service Contract Worker Retention Policy and other related documentation to staff to determine overall compliance with the policy.

**C. Prevailing Wage Applicability**

Prevailing Wage requirements are applicable to this project. DEOD will monitor contractors' compliance with the State of California Department of Industrial Relations (DIR), California Labor Code, and, if federally funded, the U S Department of Labor (DOL) Davis Bacon and Related Acts (DBRA).

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this contract.