

## **MOTION M2017-123**

### **Contract for landscaping and maintenance with Plantscapes Incorporated**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>
Operations and Administration Committee	11/02/2017	Final Action	Bonnie Todd, Executive Director <b>David Huffaker, Deputy Executive Director, Operations and Support Services, Operations</b>

### **PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract with Plantscapes Incorporated to provide system-wide landscaping maintenance and on-call services for Union Station and Sound Transit facilities for a total authorized contract amount not to exceed \$1,713,228 plus applicable taxes.

### **KEY FEATURES SUMMARY**

- The contract covers ST Express, Sounder, Link and Tacoma Link facilities located in King, Pierce, and Snohomish counties.
- Sound Transit facilities maintained by agreements with our partner transit agencies are not included in this contract.
- The scope of work includes mowing, weeding, edging, pruning, fertilization, rockery maintenance, and removal of landscape debris and trash for twenty-five facilities.
- Agreement includes on-call snow removal services.
- The amount requested is sufficient to cover the one-year contract and all four one-year options.

### **BACKGROUND**

To maintain safe, accessible and aesthetically pleasing facilities, Sound Transit has contracted routine landscape maintenance since 1999, when it first began operating ST Express. The scope of work includes mowing, weeding, edging, pruning, fertilization, rockery maintenance, and removal of landscape debris and trash for twenty-five facilities.

The proposed contract includes provisions to allow for Agency growth over the next five years. As new facilities are opened, they are added to the contract if not maintained under agreements with our partner transit agencies.

Since landscape maintenance is a seasonal activity and requires specialized equipment, this service is best accomplished with a contracted vendor.

The current contract for landscape maintenance services will expire on December 31, 2017. A new procurement was initiated in June 2017 to allow sufficient time to fully evaluate the procurement and issue the contract.

### **PROCUREMENT INFORMATION**

A Request for Proposals (RFP) was issued on June 29, 2017 for this work. Two proposals were received. Proposals were evaluated by an evaluation committee and Plantscapes Inc. was recommended for award based upon their proposal being the best value for Sound Transit. The contract award amount is 28% less than Sound Transit's estimate.

## **FISCAL INFORMATION**

The proposed action will become effective on January, 1st, 2018. Estimated cost of \$464,711 for the first year of the contract is included in the Services category within the Operations department's proposed 2018 annual operating budget. The proposed budget will be presented to the Board through the annual budget development process beginning in October.

Funding for the additional years of the contract will be included in future annual budget requests.

## **SMALL BUSINESS/DBE PARTICIPATION**

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that this scope of work offered opportunities for Disadvantaged and Small Businesses to compete on a level playing field, so DBE/Small Business goals were not established.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **TIME CONSTRAINTS**

A two month delay in approval of this contract could result in a shortened time frame for the selected contractor to mobilize staffing, equipment, supplies and organize work schedules relative to the start of the contract period.

## **ENVIRONMENTAL REVIEW**

KH 9/27/17

## **LEGAL REVIEW**

JW 9/29/17

## **MOTION NO. M2017-123**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Plantscapes Incorporated, to provide system-wide landscaping maintenance and on-call services for Union Station and Sound Transit facilities for a total authorized contract amount not to exceed \$1,713,228 plus applicable taxes.

### **BACKGROUND:**

To maintain safe, accessible and aesthetically pleasing facilities, Sound Transit has contracted routine landscape maintenance since 1999, when it first began operating ST Express. The scope of work includes mowing, weeding, edging, pruning, fertilization, rockery maintenance, and removal of landscape debris and trash for twenty-five facilities.

The proposed contract includes provisions to allow for Agency growth over the next five years. As new facilities are opened, they are added to the contract if not maintained under agreements with our partner transit agencies.

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The scope of work includes mowing, weeding, edging, pruning, fertilization, rockery maintenance, and removal of landscape debris and trash for twenty-five facilities. Agreement includes on-call snow removal services. The amount requested is sufficient to cover the one-year contract and all four one-year options.

The current contract for landscape maintenance services will expire on December 31, 2017. A new procurement was initiated in June 2017 to allow sufficient time to fully evaluate the procurement and issue the contract.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Plantscapes Incorporated, to provide system-wide landscaping maintenance and on-call services for Union Station and Sound Transit facilities for a total authorized contract amount not to exceed \$1,713,228 plus applicable taxes.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 2, 2017.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Kathryn Flores  
Board Administrator