

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: August 22, 2024

PREPARED BY: Bassam AL-Beitawi, Senior Project Manager

SUBJECT: AWARD A CONTRACT TO PAVEWEST, INC., FOR THE PARKING LOT REHABILITATION AND MAINTENANCE PROGRAM (PROJECT NO. MPL00002)

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## **RECOMMENDATION:**

1. Award a contract to PaveWest, Inc., for the Parking Lot Rehabilitation and Maintenance Program in an amount not to exceed \$368,000 for the first year and \$500,000 annually thereafter for a one-year term with four one-year extensions.
2. Appropriate \$97,742 from Presidents' Plaza III – Parking Lot Maintenance Reserve Fund to Account No. 2824373-4332100.
3. Authorize the City Attorney to make any necessary non-monetary changes to the agreement.
4. Authorize the City Manager to execute the agreement, any documents necessary to effectuate the actions taken herewith, and approve written contract amendment and change order requests for unanticipated conditions per Section 3.30.170 of the Palm Desert Municipal Code.

## **BACKGROUND/ANALYSIS:**

To maintain the safety and functionality of City-owned and managed parking lots, the City of Palm Desert (City) annually contracts for asphalt repairs, sealcoat, re-striping and other tasks.

As part of this commitment, on June 17, 2024, the City released a Request for Proposal (RFP) for the On-Call Parking Lot Maintenance Program (Program). This scope of work covers the larger sites listed below and may also extend to include smaller areas.

• Civic Center Park	• Ironwood Park
• Corporation Yard	• Joe Mann Park
• Entrada del Paseo	• Magnesia Falls Park
• Desert Willow	• Presidents Plaza I-II
• Freedom Park	• Presidents Plaza III
• Hovley Soccer Park	• San Pablo Corridor

While past maintenance has been conducted on a project basis annually, City staff recommends moving forward on an on-call basis to provide greater flexibility and efficiency.

The City received three proposals by the deadline of July 17, 2024. The proposals were reviewed for clarity and conformance with the guidelines, content of the proposal, experience and performance, comments by references, and fee proposal (range of costs). The companies submitting proposals include:

Company	Location
NGP, Inc.	Perris, CA
PaveWest, Inc.	Artesia, CA
We R Builders, Inc.	Glendale, CA

A Selection Committee comprising of three staff members from the Public Works Department reviewed the proposals. Following an evaluation, the Committee proposes awarding a contract to PaveWest, Inc., (Contractor) for on-call services.

The Contractor also demonstrated conformance with the RFP by providing the content, including the format identified in the RFP. Furthermore, they provided the most competitive pricing, offering rates that were favorable when compared to other vendors. Almost all of the Contractor’s line items for seal coating, which constitutes the majority of the scope of work, were priced lower than those of the other two vendors. In addition, their firm staffing and key personnel have over 25 years of experience each in this field. Lastly, staff conducted a reference check on the Contractor, receiving commendable feedback on their past performance, including their responsiveness, work quality, and communication with their clients.

**Legal Review:**

This report has been reviewed by the City Attorney’s Office.

**FINANCIAL IMPACT:**

The approved Capital Improvement Project (CIP) List for Fiscal Year 2024/25 includes \$368,000 in Year 1 and \$500,000 thereafter annually for year two through year five for Parking Lot Rehabilitation and Maintenance. Staff request an appropriation of \$97,742 to Account No. 2824373-43321000 in order to include the Presidents Plaza III Parking Lot.

The table below notes the budget for Fiscal Year 2024-25:

Project	Account	Budget	Expenses	Appropriation Requested
Parking Lot Rehabilitation & Maintenance	1104313-4332000	\$368,000	\$368,000	
Presidents Plaza III Parking Lot Rehabilitation	2824373-4332100	\$0.00	\$97,742	
	Total	\$368,000	\$465,742	(\$97,742)

**ATTACHMENTS:**

1. Agreement
2. Payment and Performance Bonds
3. Proposal