

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: October 24, 2024

PREPARED BY: Shawn Muir, Community Services Manager  
Martin Alvarez, Director of Public Works

SUBJECT: AWARD ON-CALL CONTRACTS TO MULTIPLE VENDORS FOR PARKS  
AND LANDSCAPE ENHANCEMENT (PROJECT NO. CPK00003)

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## **RECOMMENDATION:**

1. Award contracts for Parks and Landscape Enhancements to multiple vendors, in the amount of \$750,000 for a 31-month term with two one-year extension options.
2. Authorize the City Attorney to make necessary non-monetary changes to the contract.
3. Authorize the City Manager to execute the contract and any other documents necessary to effectuate this action, in accordance with Section 3.30.170 of the Palm Desert Municipal Code.
4. Authorize the City Manager to execute the Notice of Completion (NOC) and the City Clerk to file the NOC upon satisfactory completion of the project(s).

## **BACKGROUND/ANALYSIS:**

The Parks and Landscape Enhancement project (project) is a long-term program to upgrade landscaped public areas throughout the City to create a cohesive design palette and provide ease of maintenance moving forward. It is a two-part project, the first of which is to develop a 5-year Landscape Master Plan and plant palettes that complement each other. That part of the project has been advertised under a separate Request for Proposals to provide landscape design services. The second part of the project is to utilize on-call landscape agreements to complete the projects outlined in the Landscape Master Plan as well as other, more immediate landscape needs such as infill of plants in medians and parkways. Since these projects must be prioritized to enhance the City's public rights-of-way, the on-call landscape improvements were prioritized.

This second part of the project was advertised for proposals through the City's bid management portal, OpenGov, on August 12, 2024. A mandatory pre-bid meeting took place at City Hall on August 21, 2024, attended by City staff and ten vendors. On September 4, 2024, five proposals were received electronically.

City staff reviewed the qualified proposals and selected all five vendors for contract awards based on the evaluation criteria outlined in the RFP (clarity and conformance, experience, performance, proposal content, fees and references). Staff recommend awarding contracts to the following five vendors to expedite the number or projects needed to be implemented:

<b>Vendor</b>	<b>Location</b>
AK Landscaping	Indio, California
Excel Landscape, Inc.	Corona, California

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Horizon Professional Landscape, Inc.	Coachella, California
Mariposa Landscapes, Inc.	Irwindale, California
Vintage Landscape	Bermuda Dunes, California

The total aggregate amount of \$750,000 per fiscal year will be distributed among the five contractors for the term of the contract. These funds were included in the Fiscal Year 2024-25 general fund and capital improvement budgets. This approach enables the City to leverage each vendor’s expertise for specific task orders, minimizing scheduling delays. This strategy was previously successful in the Facilities Repairs and Improvements Project.

**Legal Review:**

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

**Strategic Plan:**

The Parks and Landscape Enhancement project is in alignment with the Parks & Recreation strategic plan to prepare for the financial requirements of maintaining existing parks to the highest level of service.

**FINANCIAL IMPACT:**

The approved Public Works and Capital Improvement Project (CIP) Budget for Fiscal Year 2024-25 includes \$1,075,000 allocated for landscape services across various accounts. Of this allocation, \$250,000 has been designated for a five-year landscape master plan focused on updating medians, parks, and open spaces. Of the remaining budget, the aggregate amount of \$750,000 will be accessible to the five vendors on a task order basis to carry out landscape projects identified by City staff in FY 2024-25. Subsequent year funding will be included in the annual budget request process and orders will be contingent upon budget approval.

The table below outlines the budget allocation and estimated expenses for each account during FY 2024-25; however, this does not guarantee that the full amounts will be utilized or spent:

Account No.	Location	Budget	Expenses	Balance
1104610-4332001	Civic Center Park	\$50,000	\$25,000	\$25,000
1104610-4337001	Tri-Cities Sports	\$25,000	\$25,000	
1104611-4332001	Other Parks	\$50,000	\$25,000	\$25,000
1104614-4337001	Medians	\$750,000	\$500,000	\$250,000
2424595-4400100	Palm Desert Aquatic Center	\$50,000	\$50,000	
4004618-4400100	Park Improvements	\$100,000	\$100,000	
4004674-4400100	Civic Center Park Improvements	\$50,000	\$25,000	\$25,000
<b>Total:</b>		<b>\$1,075,000</b>	<b>\$750,000</b>	<b>\$ 325,000</b>
Less: 5-Year Landscape Master Plan				(250,000)
<b>Budget Balance</b>				<b>\$ 75,000</b>

**ATTACHMENTS:**

1. AK Landscaping Proposal
2. AK Landscaping Agreement, Payment and Performance Bonds
3. Excel Landscape, Inc. Proposal

4. Excel Landscape, Inc. Agreement, Payment and Performance Bonds
5. Horizon Professional Landscape, Inc. Proposal
6. Horizon Professional Landscape, Inc. Agreement, Payment and Performance Bonds
7. Mariposa Landscapes, Inc. Proposal
8. Mariposa Landscapes, Inc. Agreement, Payment and Performance Bonds
9. Vintage Landscape Proposal
10. Vintage Landscape Agreement, Payment and Performance Bonds
11. City Landscaped Areas Map
12. Palm Desert Medians Map