

CITY OF PALM DESERT

STAFF REPORT

MEETING DATE: April 24, 2025

PREPARED BY: Brad Chuck, Public Works Superintendent
Shawn Muir, Community Services Manager

REQUEST: AWARD A CONTRACT TO MARIPOSA LANDSCAPES, INC., OF IRWINDALE, CA, FOR LANDSCAPE MAINTENANCE AREA NO. 1 AND INCLUDE ALLOWABLE EXTRA WORK AND SERVICES (PROJECT NO. MLS00008)

RECOMMENDATION:

1. Award a Maintenance Services Agreement with Mariposa Landscapes, Inc., of Irwindale, CA, for Landscape Maintenance Area No. 1 in the annual amount of \$367,764 subject to CPI increases, for a three-year term, with two one-year extension options.
2. Authorize allowable extra work for street maintenance and landscape services in an annual amount not to exceed \$95,000.
3. Authorize the City Attorney to make necessary non-monetary changes to the agreement.
4. Authorize the City Manager to execute the agreement and any other documents necessary to effectuate this action, in accordance with Section 3.30.170 of the Palm Desert Municipal Code.

BACKGROUND/ANALYSIS:

Landscape Maintenance Area No. 1 (LMA 1) is a critical area that provides the first impression of Palm Desert to visitors, covering parkways and all street and highway medians. Proper maintenance is vital for preserving the City's image.

Previously, LMA 1 services were split into three separate areas: LMA 1, LMA 2, and LMA 4; however, managing multiple vendors led to inconsistencies in service quality. To streamline operations and improve consistency, the City consolidated the three areas into a single maintenance contract under LMA 1 in 2021. The consolidated contract was awarded to Mariposa Landscapes, Inc. for a five-year term at an annual cost of \$483,828.

In March 2024, Change Order No. 3 added \$150,000 annually to include maintenance for non-landscaped areas, increasing the annual contract amount to \$661,408.56 and allowable extra work to \$125,000 annually. However, ongoing irrigation charges, excluded from the original agreement, prompted a re-bid and division of the contract into two separate areas: LMA 1 and LMA 2. LMA 1 represents medians south of country club while LMA 2 represents medians north of country club, see the Vicinity Map (attachment 4). The updated approach aligns with the best regional practices and includes detailed cost sheets for plant materials and irrigation repairs, helping with better cost control, and transparency.

Given the unpredictable nature of maintenance work—such as vandalism, accidents, and natural wear—estimating repair needs in advance is challenging. By requiring upfront hourly rates or

itemized pricing for such repairs, the City can prevent cost inflation, minimize delays from multiple vendors working simultaneously, and enhance accountability by eliminating disputes over repair responsibilities.

On November 18, 2024, the project was advertised for proposals through the City’s bid management portal OpenGov (PROJECT ID: 2024-RFP-143), and on January 6, 2025, received three proposals electronically. A selection committee evaluated the proposals and scored them according to the following criteria:

- Clarity and conformance of proposal to the RFP (10%)
- Content of the proposal, including the work plan (25%)
- Proposer’s experience and performance (35%)
- Team members’ experience (10%)
- Comments by references (5%)
- Fee proposal (15%)

The proposals were ranked numerically as follows:

VENDOR	LOCATION	RANKING	BID AMOUNTS	ADDITIONAL WORK	TOTAL AMOUNT
Mariposa Landscapes	Irwindale, CA	1	\$367,764	\$95,000	\$462,764
Kirkpatrick Landscape	Bermuda Dunes, CA	2	\$367,008	\$95,000	\$462,008
Universal Green LLC	Desert Hot Springs, CA	3	\$360,300	\$95,000	\$455,300

Mariposa Landscapes, Inc., received the highest score, with an aggregate total of 84.67.

Although Kirkpatrick Landscape’s proposal amount is similar to Mariposa’s, their proposed staffing plan was less robust, as shown in the chart below:

	Mariposa Landscapes, Inc.	Kirkpatrick	Universal Green LLC
Number of Crews	2 Crews	1 Crew	1 Crew
Maintenance Staff	6 Staff	5 Staff	7 Staff
Irrigation Staff	1 Full-Time Irrigator	1 Irrigator (As Needed)	No Irrigator Listed

A full-time irrigator is preferred for the median contract to ensure efficient maintenance, prioritize water conservation, and effectively manage city resources by addressing issues promptly.

Based on the review, staff recommend awarding a contract to Mariposa Landscapes, Inc. for a 36-month period beginning July 1, 2025, with an option for two one-year extensions. The base contract includes monthly maintenance tasks such as raking, weed abatement, pruning, irrigation inspections, trash and debris removal, and other routine services performed according to a City-provided frequency schedule. Given the vendor’s demonstrated efficiency and familiarity with the City’s requirements, this agreement will enable the Landscape Division to maintain continuity and uphold City standards. The vendor’s expertise in these areas ensures

faster response times and cost-effective solutions. Additionally, the vendor will allocate more staff to efficiently maintain and service these areas, justifying the increase.

The total funding request for as needed extra work amounts to \$95,000. This ensures that the funding limit is not exceeded while addressing essential tasks for public space upkeep and safety.

The additional funding is divided into two categories:

1. Landscape Maintenance – \$75,000

Covers unforeseen but essential landscape maintenance tasks not included in the base contract such as:

- Irrigation and landscape lighting repairs and replacements
- Emergency tree work
- Tree and shrub replacements
- Pest control
- Repairs due to accidents or vandalism
- Replacement of damaged signs
- Water conservation efforts
- Site furnishing repairs
- Enhancement projects as needed

2. Public Spaces Maintenance – \$20,000

Supports and supplements maintenance services for the upkeep of Rights of Way (ROW), vacant medians, drainage channels, vacant parcels and other public spaces currently maintained by City staff to enhance public safety and maintain clear visibility including:

- Weed abatement
- Litter removal
- Sidewalk cleaning
- Other related maintenance activities

When extra work arises, the vendor responsible for maintaining the designated LMA is typically the most cost-effective and responsive option, as their staff is already on site. Additionally, staff have observed challenges when an outside vendor performs work in an area maintained by another vendor. Using the same vendor for both maintenance and extra work promotes continuity and minimizes potential conflicts.

Legal Review:

This report has been reviewed by the City Attorney's office.

Strategic Plan:

Landscape Maintenance Area No. 1 is an ongoing maintenance activity and, as such, does not contribute directly to the objectives of the Strategic Plan.

FINANCIAL IMPACT:

Funds for the maintenance of Landscape Maintenance Area 1 have been included in the Public Works Department's proposed operations budget for Fiscal Year 2025-26 in Account No. 1104614-4337001, R/M Median Landscaping, and 1104310-4332000, R/M Streets. The table below outlines the maintenance costs for LMA 1 and 2:

<i>Description</i>	<i>Proposed Budget</i>	<i>Contract Amount</i>	<i>Balance</i>
<i>1104614-4337001</i>	\$875,000		
<i>1104310-4332000</i>	\$50,000		
<i>*LMA 1 – contract</i>		\$367,764	
<i>*LMA 1 – extra work</i>		\$95,000	
<i>LMA 2 – contract</i>		\$288,588	
<i>LMA 2 – extra work</i>		\$105,000	
<i>Total</i>	\$925,000	\$856,352	\$68,648

****The current request is for LMA 1.***

Funding for this agreement in future fiscal years is contingent upon City Council approval of the budget requests.

ATTACHMENTS:

1. Maintenance Services Agreement
2. Payment & Performance Bonds
3. Mariposa Landscapes, Inc. Proposal
4. LMA 1 Vicinity Map