

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: June 12, 2025

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

SUBJECT: AWARD CONTRACT TO HORIZON PROFESSIONAL LANDSCAPE, INC.,
OF COACHELLA, CA, FOR LANDSCAPE MAINTENANCE AREA NO. 7
AND ADDITIONAL WORK (PROJECT NO. MLS00013)

RECOMMENDATION:

1. Award a Maintenance Services Agreement to Horizon Professional Landscape, Inc., Coachella, California, for Landscape Maintenance Area No. 7 at an annual amount of \$236,460, subject to CPI increases, for a three-year term with two one-year extensions.
2. Authorize additional work in an amount not to exceed \$60,000 per fiscal year.
3. Authorize the City Attorney to make necessary non-monetary changes to the agreement.
4. Authorize the City Manager to execute agreement, amendments, changes, and any documents necessary to effectuate this action.

BACKGROUND/ANALYSIS:

A Landscape Maintenance Area (LMA) is a designated area where multiple maintenance zones are consolidated under a single contract to improve coordination, reduce costs, and ensure consistent service delivery. The level of service provided within each LMA is aligned with the available funding in its respective budget. Landscape Maintenance Area 7 (LMA 7) encompasses 30 Landscape and Lighting Districts as well as the three Presidents' Plaza parking lots. The current contract for LMA 7 is scheduled to expire on June 30, 2025.

The City released a Request for Proposals (RFP) on March 18, 2025, through the City's bid management portal OpenGov (PROJECT ID: 2025-RFP-169), and received five proposals by the April 17 deadline. A selection committee evaluated the submissions based on clarity, quality of the work plan, relevant experience, references, and cost. The proposals were ranked as follows:

VENDOR	LOCATION	RANK	BID AMOUNTS	ADDITIONAL WORK	TOTAL AMOUNT
Horizon Professional Landscape	Coachella, CA	1	\$236,460	\$60,000	\$296,460
Universal Green	Desert Hot Springs, CA	2	\$305,544	\$80,000	\$385,544
Urban Habitat	Palm Desert, CA	3	\$223,812	\$60,000	\$283,812
Mariposa Landscapes	Irwindale, CA	4	\$121,560	\$30,000	\$151,560
Excel Landscape	Corona, CA	5	\$582,120	\$145,000	\$727,120

The following table outlines a staff comparison between the five proposals:

City of Palm Desert
Award Contract for Maintenance Landscape Area No. 7

	Excel Landscape	Mariposa Landscapes	Urban Habitat	Universal Green	Horizon Professional Landscape
Overall Score	53.13	56	59.25	67.75	70
Staffing and Equipment	<ul style="list-style-type: none"> 1 part-time supervisor 1 3-person crew and 1 2-person crew 1 full-time irrigation technician 3 service trucks and 1 dump truck 	3-Person Crew <ul style="list-style-type: none"> 2 laborers (3 days per week), 1 irrigation technician (3 days per month) 2 service trucks 	5-Person Crew <ul style="list-style-type: none"> 1 supervisor (as needed) 3 full-time personnel 1 irrigation technician (as needed) 4 service trucks 	10-Person Crew <ul style="list-style-type: none"> 1 full-time foreman Three crews of a total of 7 personnel 1 full time irrigation technician 6 service trucks 	6-Person Crew <ul style="list-style-type: none"> 1 full-time supervisor 2 full-time personnel 2 part-time personnel 1 full-time irrigation technician 4 service trucks (1 dedicated to LMA 7)
Proposal Review Highlights	<ul style="list-style-type: none"> Highest cost Proposal did not adequately address evaluation criteria 	<ul style="list-style-type: none"> Proposed staffing levels did not align with the required service frequency and scope for LMA 7. This misalignment contributed to a lower evaluation score. 	<ul style="list-style-type: none"> Offered a competitive price, but staffing plan was insufficient for the scale and demands of LMA 7. Lack of a designated irrigator—a critical role for irrigation maintenance and repairs—impacted evaluation. 	<ul style="list-style-type: none"> Submitted a complete work plan. Proposal was ~30% higher in cost than the top-ranked proposer. Received lower scores for overall experience. 	<ul style="list-style-type: none"> Demonstrated a balanced approach with strong qualifications and relevant experience. Included a comprehensive staffing plan and clear strategy. Not the lowest cost proposer but offered the best overall value for LMA 7's operational needs.

A full-time irrigator is preferred to ensure efficient maintenance, support water conservation efforts, and allow for timely resolution of irrigation issues, which are critical to effective landscape management.

Based on this review, staff recommends awarding a contract to Horizon Professional Landscape, Inc., for a three-year term beginning July 1, 2025, with two optional one-year extensions. The base contract includes routine maintenance activities such as raking, weed abatement, pruning, irrigation inspections, trash and debris removal, and other services performed in accordance with a City-provided frequency schedule.

In addition, staff recommends allocating \$60,000 per fiscal year (approximately 25% of the contract amount) for additional work, ensuring the contract remains within budget while allowing flexibility to address unplanned but necessary maintenance needs. This may include, but is not limited to, irrigation and lighting repairs, emergency tree work, plant replacements, pest control, damage repair due to accidents or vandalism, sign replacements, and minor enhancement projects. Using the primary maintenance contractor for such work is typically the most cost-effective and responsive option, as their crews are already familiar with the area and working onsite.

Legal Review:

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

FINANCIAL IMPACT:

The annual maintenance budget for Landscape Maintenance Area No. 7 is included in the Public Works Department's proposed operations budget for Fiscal Year 2025-26. This budget falls under the 33 Landscape and Lighting District (LLD) accounts and is based on the available levied amounts for each assessment district.

The table below outlines the proposed budget and contract amount:

<i>33 LLD Accounts</i>	<i>FY 2025/26 Budget</i>	<i>Contract Amount</i>	<i>Balance</i>
<i>LMA 7 - Monthly Maintenance</i>	\$236,460	\$236,460	\$0
<i>LMA 7 - Extra Work per FY</i>	\$138,890	\$60,000	\$78,890
<i>Total</i>	\$375,350	\$296,460	\$78,890

The remaining balance of \$78,890 will be available for other services as needed; therefore, there is no financial impact to the General Fund. Funding for this agreement in future fiscal years will be contingent upon City Council approval of the corresponding budget requests.

ATTACHMENTS:

1. Maintenance Services Agreement
2. Payment and Performance Bonds
3. Proposal
4. LMA 7 Vicinity Map