



Monterey County

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File Number: A 22-363

Agenda Date: 7/12/2022

Version: 1

Status: RMA Public Works -
Consent

In Control: Board of Supervisors

File Type: BoS Agreement

- a. Approve a Standard Agreement with Smith & Enright Landscaping, Inc. to provide landscape and open space maintenance services for County Service Area (CSA) 15 - Toro Park & Serra Village, under Request for Proposals #10835, in a total amount not to exceed \$146,670, for an initial term of three (3) years beginning July 15, 2022 to July 14, 2025, with the option to extend the Agreement for two (2) additional one (1) year period(s); and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve a Standard Agreement with Smith & Enright Landscaping, Inc. to provide landscape and open space maintenance services for County Service Area (CSA) 15 - Toro Park & Serra Village, under Request for Proposals #10835, in a total amount not to exceed \$146,670, for an initial term of three (3) years beginning July 15, 2022 to July 14, 2025, with the option to extend the Agreement for two (2) additional one (1) year period(s); and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

SUMMARY/DISCUSSION:

The Department of Public Works, Facilities & Parks' (PWFP) Public Works and Facilities Grounds Crew is structured to address maintenance needs of grounds at or near County-owned facilities. County Service Area (CSA) 15 is in the Toro Park community, which is located approximately six (6) miles from the County's Government Center. The existing Grounds Crew does not have adequate labor or equipment resources to maintain appearance and fire safety requirements for open or partially landscaped areas.

On March 10, 2022, PWFP solicited proposals from qualified contractors through Request for Proposals (RFP) #10835 for landscape and open space maintenance services for CSA - Toro Park & Serra Village, in accordance with the specifications set forth in the RFP. On April 25, 2022, only one (1) proposal was received. Following review and evaluation of the proposal, Smith & Enright Landscaping, Inc. (Smith & Enright) was determined to be qualified and a Standard Agreement (SA) was tentatively awarded for their expertise and capabilities necessary to provide the services for CSA 15 through a competitive selection process in accordance with County policies and State laws under RFP #10835. In addition to their expertise and capabilities, Smith & Enright is a local contractor.

File Number: A 22-363

PWFP staff recommends that the Board of Supervisors approve the SA with Smith & Enright (Attachment A) to allow landscape and open space maintenance services for CSA 15 in a total amount not to exceed \$146,670 for an initial term of three (3) years beginning July 15, 2022 to July 14, 2025, with the option to extend the SA for two (2) additional one (1) year period(s).

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller’s Office have reviewed and approved the Agreement as to form, and fiscal provisions, respectively.

FINANCING:

The proposed SA has an annual cost of \$48,890 over the next three (3) fiscal years, FY 2022-23, FY 2023-24, and FY 2024-25, for a total amount not to exceed \$146,670. The cost associated with FY 2022-23 is included in the Adopted Budget, Fund 056, Unit 8566, Appropriation Code PFP010. Additional annual costs for services will be budgeted in each future fiscal year for the extended term of the SA.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Appropriate landscaping management and maintenance of CSA 15 open space and public parks promote the Monterey County Board of Supervisors Strategic Initiatives for Administration, Health & Human Services, Infrastructure, and Public Services. Effective administration of the CSA increases public health and wellness by affording nearby opportunities for outdoor activities and recreation in the CSA’s well-maintained open space areas and parks. Smith & Enright employs environmentally sound landscaping practices and performs regular maintenance of sprinkler systems for the continued viability of Monterey County infrastructure. Public safety is improved by effective, timely management and reduction of wildfire fuel in the open space areas.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Mitchell Vernon, Project Manager I, (831) 759-6728
Maribel Zendejas, Management Analyst II

Reviewed by: Enrique Saavedra, PE, Chief of Public Works

Approved by: Randell Ishii, MS, PE, TE, PTOE, Director of Public Works, Facilities & Parks DS
RI

The following attachments are on file with the Clerk of the Board:

- Attachment A - SA
- Attachment B - Location Maps
- Attachment C - RFP #10835
- Attachment D - Addendum No. 1 to RFP #10835

File Number: A 22-363
