a. Approve Amendment No. 2 to Standard Agreement No. A-13479 with Smith & Enright Landscaping, Inc. to continue to provide landscape and open space maintenance services for County Service Area No. 15-Serra Village-Toro Park, which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine, Request for Proposals #10596, to update landscape maintenance pricing costs, increase the not-to-exceed amount by $42,310 for a total amount not to exceed of $193,210, and extend the expiration date from March 7, 2021 for one (1) additional year through March 7, 2022, for a revised term from March 7, 2017 to March 7, 2022; and
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to Standard Agreement No. A-13479 and future amendments to the Agreement, where the amendments do not significantly alter the scope of work or increase the approved Agreement amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:
a. Approve Amendment No. 2 to Standard Agreement No. A-13479 with Smith & Enright Landscaping, Inc. to continue to provide landscape and open space maintenance services for County Service Area No. 15-Serra Village-Toro Park, which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine, Request for Proposals #10596, to update landscape maintenance pricing costs, increase the not-to-exceed amount by $42,310 for a total amount not to exceed of $193,210, and extend the expiration date from March 7, 2021 for one (1) additional year through March 7, 2022, for a revised term from March 7, 2017 to March 7, 2022; and
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to Standard Agreement No. A-13479 and future amendments to the Agreement, where the amendments do not significantly alter the scope of work or increase the approved Agreement amount.

SUMMARY:

The recommended actions would allow for the approval of Amendment No. 2 to Standard Agreement (SA) No. A-13479 with Smith & Enright Landscaping, Inc. (Smith & Enright) to continue to provide landscape and open space maintenance services for County Service Area No. 15-Serra Village-Toro Park, which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine (hereinafter, CSA 15) to update landscape maintenance pricing costs effective March 8, 2021, to increase by the amount of $42,310 for a total amount not to exceed of $193,210, and extend the expiration date from March 7, 2021 for one (1) additional year through March 7, 2022.

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. CSA 15 is located in the Toro Park community, which is located approximately six (6) miles from the 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. Therefore, the County solicited proposals from qualified consultants through Request for Proposals (RFP) #10596 for landscape and open space maintenance services for CSA 15 - Toro Park and Serra Village, in accordance with the specifications set forth in the RFP.

Smith & Enright was selected based on their expertise and capabilities to provide landscape and open space maintenance services through a competitive selection process in accordance with County policies and State laws under RFP #10596. In addition to their expertise and capabilities, Smith & Enright was selected due to being a local and the lowest responsible bidder.

Approval of Amendment No. 2 to the SA would allow Smith & Enright to continue to provide landscape and open space maintenance services for CSA 15 to update landscape maintenance pricing costs effective March 8, 2021, to increase the not to exceed amount of $150,900 by $42,310 for a total amount not to exceed of $193,210, and extend the expiration date from March 7, 2021 for one (1) additional year through March 7, 2022, for a revised term from March 7, 2017 to March 7, 2022.

Attachments A, B and C are provided for reference. Attachment D provides a summary of the SA to date and Attachment E provides a summary of the SA current annual expenditures and balance.

OTHER AGENCY INVOLVEMENT:
The Office of the County Counsel and the Auditor-Controller have reviewed and approved Amendment No. 2 as to form and fiscal provisions, respectively.

FINANCING:
Costs associated with the proposed Amendment No. 2 are included in the adopted Fiscal Year (FY) 2020-21 Adopted Budget, Fund 056 Unit 8198, Appropriation Unit RMA052. The current budget includes $45,000 for landscape and open space maintenance services, which is adequate to cover costs associated with Amendment No. 2.

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
X Administration
X Health & Human Services
X Infrastructure
X Public Safety

Prepared by: Lynette Redman, Management Analyst III (831) 796-6038
Reviewed by: Tom Moss, Senior Water Resources Hydrologist
Approved by: Randell Ishii, MS, PE, TE, PTOE, Director of Public Works, Facilities, & Parks

Attachments:
Attachment A - A2 to SA
Attachment B - A1 to SA
Attachment C - SA
Attachment D - Summary of SA

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Attachment E - Summary of SA Annual Expenditures and Balance
(Attachments are on file with the Clerk of the Board)

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