



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR PARKS & RECREATION DEPARTMENT TREE & PALM MAINTENANCE

February 21, 2017

**Homer Garcia III
Interim Assistant Director
Parks & Recreation Department**

Solicitation Overview



Originating Department: Parks and Recreation



Solicitation Type: Request for Competitive Sealed Proposal



High Profile Designation: Over \$1 Million in value



Estimated Value: \$375,000 annually / \$1,880,000 total



Current Contract Status: Expires June 30, 2017



Proposed Term: 3 years with 2, 1 year renewal options

Project Overview



- Services include the pruning and removal of trees and palms in accordance with Tree Care Industry Association standards
- Vendor to provide all labor, vehicles and equipment
- Vendor will have at least one Certified Arborist on site
- Multiple departments / Citywide contract
- Responses may be submitted per sector: North, South, East and West
- Potential for multiple contract awards

Solicitation Requirements

Evaluation Criteria

- Experience, Background, Qualifications: 30 Points
- Proposed Plan: 30 Points
- Pricing: 20 Points
- SBEDA Program: 10 Points SBE Prime Contractor / 10 Points MWBE Prime Contractor

Additional Requirements

- SBEDA Subcontracting Requirements: None
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Audited Financial Statements: Not Required

Goal Setting Committee Members

- Richard Keith, Assistant Director for Planning and Community Development
- Michael Sindon, Assistant Director, Economic Development Department
- Melanie Seale, Assistant Director, Finance
- Xavier Urrutia, Director, Parks and Recreation Department

Outreach Efforts

NIGP Codes Identified

- 96888- Tree and Shrub Removal
- 98888 - Tree Trimming

Number of Vendors notified

- Central Vendor Registry: 78
- Veteran Owned Small Business (SBA): 1,730
- Targeted Vendor Outreach: 0

Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- The Hart Beat

Project Evaluation Committee

Voting Members	Advisory Members
Ross Hosea, City Forester, Parks and Recreation	Grant Ellis, Natural Resources Manager, Parks and Recreation
Mark Bird, City Arborist, Development Services	Lauren O' Connor, Assistant City Attorney, City Attorney Office
Melinda Cerda, Acting Parks Administrator, Parks and Recreation	
Homer Garcia III, Interim Assistant Director, Parks and Recreation	
Juan Guerra, Senior Horticulturist, Center City Development Office	
Ron Griego, Facilities Administrator, Building and Equipment Services	

Project Timeline

Pre-Solicitation

Goal Setting Committee:

- February 13, 2017

Audit Committee Pre Solicitation Briefing:

- February 21, 2017

Release RFCSP:

- February 24, 2017

Solicitation

Pre-Submittal Conference:

- March 8, 2017

Deadline for Questions:

- March 17, 2017

RFCSP Due:

- March 29, 2017

Post – Solicitation

Evaluation Complete:

- April 2017

Contract Negotiated:

- May 2017

Audit Committee Post Solicitation Briefing:

- May 16, 2017

Finalization

City Council Consideration:

- June 2017

Contract Start Date:

- July 1, 2017



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