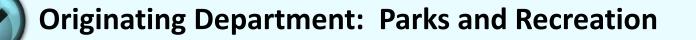
AUDIT COMMITTEE

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

February 21, 2017

Homer Garcia III Interim Assistant Director Parks & Recreation Department

# **Solicitation Overview**





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**

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

• SBEDA Subcontracting Requirements: None

- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Audited Financial Statements: Not Required
- 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

Requirements

Additional

**Evaluation Criteria** 



#### **Outreach Efforts**

NIGP Codes Identified

- 96888- Tree and Shrub Removal
- 98888 Tree Trimming

Number of	Central Vendor Registry: 78
Vendors	Veteran Owned Small Business (SBA): 1,730
notified	• Targeted Vendor Outreach: 0

Advertising	<ul> <li>TVSA channel 21</li> <li>COSA Bidding Opportunities website</li> <li>The Hart Beat</li> </ul>
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### **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	Solicitation	Post – Solicitation	Finalization
Goal Setting Committee: February 13, 2017	Pre-Submittal Conference: March 8, 2017	Evaluation Complete: April 2017	City Council Consideration: June 2017
Audit Committee Pre Solicitation Briefing: February 21, 2017	Deadline for Questions: March 17, 2017 RFCSP Due:	Contract Negotiated: • May 2017 Audit Committee Post Solicitation	Contract Start Date: ■ July 1, 2017
Release RFCSP: ■ February 24, 2017	March 29, 2017	Briefing: May 16, 2017	

AUDIT COMMITTEE

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