

August 6, 2018

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of a three-year General Services Agreement with NW Landscape/Signature Landscape Services, for a total possible contract value not to exceed \$90,402, plus all applicable taxes, to perform the Lake Hills Swale Brushing.

FISCAL IMPACT

Services under this contract support projects or programs for the continued maintenance and stream health of Kelsey Creek in an effort to improve viability of aquatic biota. Total expenditures under the contract will be monitored by the project manager. Sufficient funds exist in the Surface Water operational budget to fully fund this contract.

STAFF CONTACTS

Andrew Lee, Deputy Director, 452-7675
Don McQuilliams, Operations Manager, 452-7865
Mike Krueger, Superintendent, 452-2823
Utilities Department

POLICY CONSIDERATION

Utilities Department policies:

- The Utility shall own and maintain all elements of the storm drainage system in the right-of-way and in easements or tracts dedicated to, and accepted by, the Utility.
- The Utility Department shall identify drainage capital projects that prevent or reduce flooding or property damage, protect or improve water quality, and maintain or improve the reliability and integrity of the drainage system.

Utilities Department practice:

- Maintain elements of the storm and surface water system.

City contracting policies:

Bellevue City Code 4.28.030: The City's procurement policy, updated January 1, 2015, supports open, fair, and transparent procurement of services in accordance with the City Code and state law. Because of the amount of this contract, Council approval is required.

BACKGROUND

The City is responsible for maintaining the public Storm and Surface Water System, which represents a major capital and operating investment. The Storm and Surface Water System includes 85 miles of streams; these streams are an integral portion of our conveyance system and their continued ability to move stormwater through our City during rain events is pivotal in avoiding urban flooding.

In the early 1990's, a CIP project was undertaken to rebuild the Kelsey Creek stream channel through the Lake Hills Greenbelt in an effort to improve both stream flow through the greenbelt and to improve

stream health. This contract is to perform vegetation maintenance of Kelsey Creek through the Lake Hills Greenbelt. Annual maintenance of this stream channel controls an invasive and noxious weed species of Canary Reed Grass which when left uncontrolled can restrict stream flow and impact aquatic life downstream. Annual maintenance of this vegetation improves conveyance and flood control capabilities within this drainage basin as well.

A Request for Proposals (RFP) was conducted in April for vegetation maintenance services. Twenty-four vendors viewed the RFP during the time it was advertised, and no responses were received. Consistent with the City's contracting and purchasing policies, Utilities staff engaged three local vendors directly and invited them to submit proposals outside of the RFP process. Just one of the three vendors, NW Landscape/Signature Landscape Services, opted to submit a proposal. Staff reviewed, evaluated and scored the proposal based on criteria identified in the RFP including price, project understanding, response to references indicating ability to meet required deadlines and experience working on similar projects.

Utilities recommends awarding a contract to NW Landscape/Signature Landscape Services. They submitted their proposal based on their prior contracting history with the work to be done at this location, and their knowledge of the sensitive nature of the work. NW Landscape/Signature Landscape Services' proposal was an increase of 14.5 percent from the previous contract, and is competitive within the industry. The total contract value was determined by offering a three-year contract; the first two years were bid at \$29,640 each, and the third year included a 5 percent increase to \$31,122. Prices exclude sales tax.

The selection process and the proposed agreement are consistent with the City's contracting and purchasing policies.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt the Resolution authorizing execution of a three-year General Services Agreement with NW Landscape/Signature Landscape Services, for a total possible contract value not to exceed \$90,402, plus all applicable taxes, to perform the Lake Hills Swale Brushing.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9452 authorizing execution of a three-year General Services Agreement with NW Landscape/Signature Landscape Services, for a total possible contract value not to exceed \$90,402, plus all applicable taxes, to perform the Lake Hills Swale Brushing.

ATTACHMENTS

Proposed Resolution No. 9452

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

General Services Agreement