

April 2, 2018

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a two-year General Services Contract, with one, three-year option to renew, in an amount not to exceed \$216,963.60, between the City and Monarch Landscape Companies for Transportation Trail Maintenance.

### **FISCAL IMPACT**

If adopted, this Resolution commits the City to a two-year General Services Contract, with one, three-year option to renew, carrying an aggregate value not to exceed \$216,963.60, tax included. The total duration of the contract including the optional renewal shall not exceed five years.

The Operating Budget contains sufficient funds set aside for these services in 2018. If the three-year option to renew is executed by the Transportation Department, this contract will remain in force through 2023. Funding for future years will be contingent upon approved operating funds.

### **STAFF CONTACTS**

Dave Berg, Director, 452-6468

Mark Poch, Assistant Director, Traffic Management, 452-6137

Brian Breeden, Operations and Maintenance Manager, 452-4104

*Transportation Department*

### **POLICY CONSIDERATION**

Transportation Department Policy:

- TR-82; Minimize hazards and obstructions on the pedestrian and bicycle system ensuring that the system is properly maintained. Allow different levels of maintenance for certain key linkages based on amount and type of use or exposure to risk.

Transportation Department Practices:

- The Transportation Department contracts for services when it is cost-effective, the work requires specialized equipment or expertise, and/or there are other factors that render it impractical for City staff to perform the work.

City Purchasing Policies

- Bellevue City Code 4.28 provides for the fair and equitable treatment in the purchasing process. Because the amount of the contract exceeds \$90,000, Council approval is required.

### **BACKGROUND**

This Contract provides for the vegetation maintenance, surface cleaning and litter removal on the City's Transportation Trail system. Scheduled maintenance has been a key factor in prevention of public safety incidents such as trip and fall occurrences and sight line obstructions due to overgrown vegetation. This practice also enhances the overall aesthetic properties of the City's Transportation Trail system by removing garbage, litter, moss and other debris.

Inspecting, maintaining and repairing the City's trail infrastructure proactively reduces the possibility of injury or damage resulting from overgrown vegetation as well as health and safety issues surrounding the accumulation of litter and garbage. By maintaining the existing vegetation and cleaning litter within

the City Right of Way and Trail Easements, the City is actively providing clean and safe alternative transportation facilities for pedestrians and cyclists.

The vendor was selected using an open, fair, transparent, and competitive process consistent with the City's contracting policies. A formal Request for Proposals (RFP) was developed and vendors were invited by direct contact and newspaper advertisement. One vendor responded to the RFP. The proposal was evaluated by Transportation and Purchasing staff who determined that the quoted unit prices are fair and equitable. The selected vendor has performed these services for the City in previous years and has delivered satisfactory service for this type of work.

#### **EFFECTIVE DATE**

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

#### **OPTIONS**

1. Adopt the Resolution authorizing execution of a two-year General Services Contract, with one, three-year option to renew, in an amount not to exceed \$216,963.60, between the City and Monarch Landscape Companies for Transportation Trail Maintenance.
2. Adopt the Resolution as amended.
3. Do not adopt the Resolution and provide alternative direction to staff.

#### **RECOMMENDATION**

Option 1

#### **MOTION**

Move to adopt Resolution No. 9390 authorizing execution of a two-year General Services Contract, with one, three-year option to renew, in an amount not to exceed \$216,963.60, between the City and Monarch Landscape Companies for Transportation Trail Maintenance.

#### **ATTACHMENTS**

Proposed Resolution No. 9390

#### **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Copies of relevant Maintenance Services Contract