TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: COMMUNITY SERVICES
DATE: JUNE 24, 2002 CMR: 293:02

SUBJECT: AWARD OF CONTRACT IN THE AMOUNT OF $84,231 TO GACHINA LANDSCAPE MANAGEMENT FOR BYXBEE PARK VEGETATION MANAGEMENT

RECOMMENDATION
Staff recommends that Council:
1. Approve and authorize the Mayor to execute the attached contract with Gachina Landscape Management in the amount of $84,231 for vegetation management of Byxbee Park. The contract is a one-year agreement with options for two additional years through June 30, 2005.
2. Authorize the City Manager or his designee, to exercise the option to renew the contract for the (second and/or third year), provided the contractor is responsive to the City’s needs, and the quality of the contractor’s work/product is acceptable during the first year of the contract (and/or other conditions which will determine the City’s willingness to renew the contract).

DISCUSSION
Project Description
The work to be performed under the contract is for general site landscape maintenance and specialized native plant cultivation at Byxbee Park Hills (former landfill site). Park rangers provide some park maintenance for the control of fennel and weeds along Baylands hiking trails. However, there is not adequate staffing or specialized equipment to mow the pastoral park and hillocks during the critical growing season. Although staff considered the option of performing the work with additional seasonal employees, this project requires mowing equipment that can operate on steep slopes and the expertise of a knowledgeable landscaper who is familiar with the maintenance of native grasses.

Hastings Landscape Conservation Services initially planted the park and provided
maintenance of this area from 1994 until the current year. Contract maintenance responsibilities include general grounds maintenance, the mowing of field grasses, clearing weeds from the face of trails and footpaths, debris pickup, removal of coyote bushes, and consultation to staff on the control of nonnative invasive plants.

Bid Process
A notice inviting formal bids for general site and landscape maintenance at Byxbee Park was sent on May 13, 2002, to four contractors. The four contractors are the only known contractors in the San Francisco and Monterey Bay areas who have necessary expertise in the propagation of grasses and wildflowers that are indigenous to the Palo Alto Baylands. These contractors are also known to have experience in working in sensitive wildlife habitat areas, which was another important consideration. Staff solicited the names of qualified contractors from neighboring park and open space agencies, but only these four contractors were recommended. The bidding period was 15 days. A pre-bid meeting was held on May 17, 2002; two bidders attended the meeting. Bids were received from two qualified contractors on May 28, 2002, as listed on the attached bid summary (Attachment A). The other two contractors did not attend the pre-bid meeting and did not submit bids. One contractor did not respond because he felt his firm could not be competitive.

Staff has reviewed the bids submitted and recommends that the bid of $84,231 ($27,988 for Fiscal Year 2002-2003), submitted by Gachina Landscape Management be accepted and that Gachina Landscape Management be declared the lowest responsible bidder.

Staff checked references supplied by the contractor for previous work performed and found no significant complaints. Staff also checked with the Contractor’s State License Board and found that the contractor has an active license on file.

RESOURCE IMPACT
Funding for the first year of the contract is currently available within the FY 2002-2003 Community Services Operating Budget. See Attachment B for the complete contract cost breakdown.

POLICY IMPLICATIONS
This recommendation does not represent any change to existing City policies.

ENVIRONMENTAL REVIEW
This project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15302 of the CEQA Guidelines.