



Motion No. M2022-89

Contract with Plantscapes Incorporated for landscaping and irrigation maintenance and on-call services

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience and Operations committee	12/01/2022	Final action	Suraj Shetty, Executive Director, Operations Paul Gonzales Facilities Operations Manager, Operations Marc Reeves Landscape Program Manager, Operations

Proposed action

Authorizes the chief executive officer to execute a one-year contract with four one-year options with Plantscapes Incorporated to provide systemwide landscaping and irrigation maintenance and on-call services for a total authorized contract amount not to exceed \$3,309,083 plus applicable taxes, contingent upon Board approval of the Proposed 2023 Budget through Resolution No. R2022-35.

Key features summary

- This contract provides facility coverage for ST Express, Sounder, Link garages, Tacoma Link and Union Station.
- Central Link Stations maintained through agreements with our partner King County are not included in this contract.
- The scope of work includes pruning, weeding, mowing, fertilization, irrigation start up, irrigation monitoring, winterization and removal of landscape debris and garbage for 32 landscape facilities throughout King, Pierce, and Snohomish counties.
- The amount requested is sufficient to cover the one-year initial contract and all four one-year options.
- Applicable taxes are currently estimated to be \$339,181.

Background

The Landscape Program provides and maintains an aesthetically pleasing and safe environment for our passengers. This contract will continue the work of landscape and irrigation maintenance through our contract vendor. Sound Transit first began landscape maintenance in 1999 when we first began operating ST Express.

The current contract for landscape maintenance services expires on December 31, 2022. A new procurement was initiated in June 2022 to evaluate the procurement and issue the contract.

We are combining the irrigation services and the landscape maintenance services into one comprehensive contract. This will provide improved accountability for plant health and water use efficiency.

As current labor rates are rising, Sound Transit should get a better irrigation labor rate as services are combined into one visit rather than two separate visits of two separate companies.

Procurement information

A Request for Proposal (RFP) for Landscape Maintenance & Irrigation Services was advertised on August 30, 2022. Only one proposal was received on September 30, 2022 and was evaluated against the evaluation criteria. The proposal was evaluated for factors besides price and was found to be technically acceptable.

Also, an adequate competition review was conducted, and the review concluded with a determination that there was adequate competition and that the single proposal was the result of factors outside the control of Sound Transit. The proposal meets Sound Transit’s scope of work and is therefore responsive. A price analysis was performed where the price was found to be fair and reasonable.

Sound Transit recommends award of this contract based upon the determination that Plantscape’s proposal best meets the evaluation criteria, offers the best value, and this contract award is in the best interest of Sound Transit.

Fiscal information

Pending the approval of the 2023 budget, this action for \$3,648,264, including sales taxes, will be funded from the Services category within the Operations department's annual operating budget. The 2023 Services category budget will be adopted in December 2022 by the Board, of which a total of \$700,000 is estimated to be spent from this action in 2023 and is currently included in the 2023 budget assumptions. While the procurement process may begin, this action can only be active as of January 1, 2023. After approval of this action, the remaining 2023 annual budget will be used to fund other department expenditures anticipated in the 2023 annual budget.

Funding for the additional years of the contract is projected in the long-range financial plan and will be included in future annual budget requests. This action does not impact affordability.

Cost Category	Proposed 2023 Annual Operating Budget ¹	YTD Actuals	This Action (2023 Only)	YTD Actuals Plus Action (2023 Only)	Remaining Annual Operating Budget
Salaries and Benefits	\$47,154		\$	\$	\$47,154
Services	55,911		700	700	55,211
Materials and Supplies	22,349				22,349
Utilities	9,193				9,193
Taxes	2,364				2,364
Purchased Transportation Services	235,099				235,099
Miscellaneous	591				591
Leases and Rentals	1,273				1,273
Total Annual Operating Budget	\$373,933		\$700	\$700	\$373,233

Contract Spending Plan	Estimated Spending to Date	Forecasted for 2023	Proposed Future Spending	Total
Services	\$	\$700	\$2,948	\$3,648

Contract Detail Plantscapes Incorporated	Board Approved Agreement Value	Proposed Action	Proposed Total for Board Approval
Contract		\$3,309	\$3,309
Estimated Taxes		339	339
Contract Amount - Total	\$	\$3,648	\$3,648

Notes:
¹ 2023 Annual Operating Budget is located on page 47 of the 2023 Financial Plan & Proposed Budget.

Disadvantaged and small business participation Participation by small businesses and disadvantaged business enterprises (DBEs)

Sound Transit promotes and encourages small business participation, which also includes disadvantaged business enterprises (DBEs). Consistent with Sound Transit Policies and federal regulations, Sound Transit has established small business/DBE goals for this contract. These goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of small businesses/DBEs available to perform such subcontracting work.

Plantscapes Incorporated is a small business and will be self-performing the work.

Small business goal	
Sound Transit goal: 20%	Commitment: 100%

Public involvement

Not applicable to this action.

Time constraints

A one-month delay in approval of this contract would result in a shortened time frame for the selected contractor to mobilize staffing, equipment, supplies and organize work schedules relative to the start of the contract period.

Environmental review – KH 11/16/22

Legal review – AJP 11/23/22



Motion No. M2022-89

A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract with four one-year options with Plantscapes Incorporated to provide systemwide landscaping and irrigation maintenance and on-call services for a total authorized contract amount not to exceed \$3,309,083 plus applicable taxes, contingent upon Board approval of the Proposed 2023 Budget through Resolution No. R2022-35.

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Motion

It is hereby moved by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with four one-year options with Plantscapes Incorporated to provide systemwide landscaping and irrigation maintenance and on-call services for a total authorized contract amount not to exceed \$3,309,083 plus applicable taxes, contingent upon Board approval of the Proposed 2023 Budget through Resolution No. R2022-35.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on _____.

Kristina Walker
Rider Experience and Operations Chair

Attest:

Kathryn Flores
Board Administrator