

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2007-83

Contract for Agency-Wide Landscape Maintenance Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/16/07	Discussion/Possible Action	Ellen Gustafson, Acting Transportation Services Director Vicki Youngs, Interim Program Manager Facilities Maintenance & Signage Division	(206) 398-5094 (206) 398-5024

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Agency-Wide Landscaping Services

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with Northwest Landscape Services to provide agency-wide landscape maintenance services for a total authorized contract amount not to exceed \$627,420.

KEY FEATURES of PROPOSED ACTION

- In May 2007, a Request for Proposal was solicited to provide agency-wide routine and on-call landscaping services, resulting in the selection of Northwest Landscape Services (NLS).
- The contract with NLS consolidates landscape and maintenance services throughout the Sound Transit service area into one contract.
- In June 2007, a Limited Notice to Proceed was issued to NLS in the amount of \$25,000 to provide temporary landscape and maintenance services.
- The full-term contract with NLS provides a one-year term with options to extend the contract up to four additional years.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

BUDGET and FINANCIAL PLAN DISCUSSION

The proposed action would provide general landscape services for various Sound Transit facilities. These services are budgeted for within the maintenance of stations cost section of the transit operations budgets for each mode. The 2007 budget included \$2.8 million in funding for the maintenance of stations component of transit operations; of this amount, \$181,000 was budgeted for landscape services. Through June 2007, \$26,418 had been committed to these services. The remaining balance of the 2007 budget will be used to fund part of the \$627,420 contract with the NLS. The remaining balance of the contract will be funded through the future transit operations budgets.

BUDGET TABLE

Summary for Board Action (Year of Expenditure \$000)

Action Item: Execute a contract with Northwest Landscape Services to provide general landscape services for Sound Transit facilities throughout Pierce, King and Snohomish counties.

Contract Budget	Approved Contract Value (A)	Committed to Date ¹ (B)	Proposed Action (C)	Proposed Total Contract Value (D)
1 Northwest Landscape Services	-	-	627	627
2 Contingency	-	-	-	-
3 Total	-	-	627	627
Northwest Landscape Services Contingency	0%	0%	0%	0%

Contract to be Charged: Transportation Services Department, Account Budget	Current Board Adopted Budget ²	Spent to Date ³	Available to Fund this Contract	2007 Portion Proposed Action ⁴	Future Operating Budgets ⁵
5 Sounder Commuter Rail	88	12	76	40	259
6 ST Express Bus	78	12	66	33	207
7 Tacoma Link Light Rail	15	-	15	6	32
8 Central Link Light Rail	-	-	-	-	50
9 Other Maintenance of Station Costs	2,662	N/A	N/A	N/A	N/A
10 Total Account	2,843	N/A	157	79	548

Notes

¹ In June 2007, a Limited Notice to Proceed RTA/TS 29-07 was issued to Northwest Landscape Services in the amount of \$25,000 to provide temporary landscape and maintenance services

² Represents the budget for Maintenance of Stations for transit operations as reflected on page 47 of the Adopted 2007 Budget.

³ Represents spending to date in these accounts through June 2007, prior to the LNTP for this contract.

⁴ Represents the amount projected to be committed to Northwest Landscape during the remaining half of 2007.

⁵ Represents the amount expected to be included in the 2008 and beyond transit operations budgets for landscape services. This amount would be available to fund the remaining balance of the proposed five year contract.

SMALL BUSINESS PARTICIPATION

NLS is a small-business and will perform 100% of the work.

EEO COMMITMENT

NLS workforce demographics are 3.6% women and 62% minorities.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Since 2004, the Facilities Maintenance and Signage Division has managed more than seven contracts and four vendors for agency-wide landscape maintenance services. In 2007, a Request for Proposal (RFP) procurement process was initiated to procure an agency-wide landscape maintenance contract to be provided by one vendor. The RFP included the facilities covered by existing contracts plus two additional new facilities. The landscaping services will include mowing, edging, trimming, thatching, aeration, leaf and branch landscape debris and trash removal; bark mulch replacement; drainage swale, rockery, irrigation and detention pond maintenance while integrating environmentally sensitive standards recommended by the Sound Transit Sustainability Initiative. These various services will be provided on a routine and an on-call basis as required. The contract also provides for the addition of future new facilities and the ability to extend the one-year contract for four additional one-year terms.

Sound Transit received three proposals in response to the RFP. NLS submitted the best value contract with a five-year cost of \$497,450 for existing facilities based upon an itemized service schedule and an annual escalation cost. The contract amount of \$627,420 provides for the projected cost of new facilities (\$129,970) which will come online over the five-year term of this contract. The future facilities include stations for the Central Link light rail Initial Segment.

Prior Board/Committee Actions on this Project

None.

CONSEQUENCES of DELAY

A delay beyond August 31, 2007 may require immediate suspension of landscape maintenance and on-call services, which is currently being performed by NLS under a Limited Notice to Proceed.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SK 7/26/07

LEGAL REVIEW

JW 7/31/07

SOUND TRANSIT

MOTION NO. M2007-83

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Northwest Landscape Services to provide agency-wide landscape maintenance services for a total authorized contract amount not to exceed \$627,420.

Background:

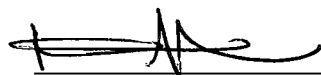
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Motion:

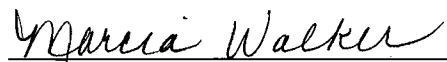
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Northwest Landscape Services to provide agency-wide landscape maintenance services for a total authorized contract amount not to exceed \$627,420.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 16, 2007.



Fred Butler
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator