

MOTION NO. M2017-54
Contract for Landscaping Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	05/04/17	Final Action	Ahmad Fazel, DECM Executive Director Nancy Bennett, Property Management Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract for landscaping services with AtWork!, with four one-year options to extend for a total authorized contract amount not to exceed amount of \$1,500,000.

KEY FEATURES SUMMARY

- The proposed action authorizes a new contract with Atwork! for landscaping services.
- The scope of work includes regular scheduled mowing, edging, pruning, trimming and trash pickup as well as unscheduled landscaping including plant replacement, plant removal and arborist services.
- The contract covers properties maintained by Sound Transit that are not currently being used for construction or revenue service. Landscaping services for properties in revenue service are covered under a separate contract. The number of properties to be maintained will increase over the next five years as new properties are acquired for ST2 and ST3.
- The amount requested covers the one-year term and the four one-year options to extend the contract. Work will be authorized on a task order basis.

BACKGROUND

Sound Transit currently manages and maintains over 24 miles of railroad right of way and 350 properties that are being held until construction begins, are not in revenue service or are awaiting further action.

The contractor will perform landscape maintenance to ensure Sound Transit properties are maintained in a neat and orderly manner.

Due to the number of properties, specialized equipment, additional vehicles, parking, and storage necessary for said equipment, outsourcing is the most economical means to maintain the properties.

PROCUREMENT INFORMATION

The Request for Proposal (RFP) was advertised in January 2017 and there were 10 proposals received. These firms were all local and are small businesses. AtWork! was the top-ranked firm offering the best value to Sound Transit.

FISCAL INFORMATION

The proposed action will be funded from the Services category within the Design, Engineering and Construction Management (DECM) department's annual operating budget. The Services category

budget is \$2,461,850, of which a total of \$175,000 is estimated to be spent in the current year for the contract and is within the agency's budget authority.

After approval of this action, the remaining annual budget amount will be used to fund other department expenditures anticipated in the 2017 annual budget.

Funding for the additional years of the contract will be included in future annual budget requests.

DECM Department
(in thousands)

	2017 Annual Operating Budget	Actuals to Date	This Action	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	\$36,265	\$6,902	\$	\$6,902	\$29,363
Services	2,462	155	175	330	2,132
Materials and Supplies	41	4		4	37
Utilities	458	100		100	357
Insurance	35	0		0	35
Tax	457	2		2	455
Miscellaneous	402	45		45	357
Leases and Rentals	5,810	1,292		1,292	4,518
Total Current Budget	\$45,929	\$8,500	\$175	\$8,675	\$37,254
Services Details					
Landscape Services	\$1,300	\$54	\$175	\$229	\$1,071
Other Services	1,162	100		100	1,061
Total Services	\$2,462	\$155	\$175	\$330	\$2,132
Contract Spending Plan					
	Prior Year Spending	Forecast 2017 Spending	Future Expenditures	Total	
AtWork!	\$	\$175	\$1,325	\$1,500	
Contract Detail					
AtWork!	Board Approved Contract Value	Contract Actuals to Date	Proposed Action	New Board Approved Contract Value	
AtWork!	\$	\$	\$1,500	\$1,500	
Contingency					
Contract Amount - Total	\$	\$	\$1,500	\$1,500	
Percent Contingency	0%	0%	0%	0%	

Notes:
Actuals to Date = Expenditures as of March 2017 and committed payments.
DECM budget is located on page 25 of 2017 Adopted Budget book.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages Disadvantaged Business which also includes small business participation. Sound Transit did not establish a small business goal on this scope of work.

AtWork! is a non-profit organization that offers a sheltered workshop for people with disabilities.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would have a significant impact on the number of properties that Sound Transit will be able to maintain until this contract is authorized. Property Management would need to stop

landscaping work on Sound Transit owned properties as there will be no funds left in the current contract by the end of May. Maintaining properties is of the utmost importance in this time of the year as vegetation is growing.

PRIOR BOARD/COMMITTEE ACTIONS

Not applicable to this action.

ENVIRONMENTAL REVIEW

Jl 4/17/2017

LEGAL REVIEW

AJP 4/28/2017

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract for landscaping services with AtWork!, with four one-year options to extend for a total authorized contract amount not to exceed amount of \$1,500,000.

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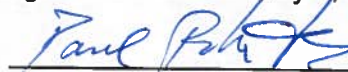
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MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract for landscaping services with AtWork!, with four one-year options to extend for a total authorized contract amount not to exceed amount of \$1,500,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 4, 2017.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator