



Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: July 17, 2019

Re: Award of RFP # 19-07: Parks Landscape/Grounds Maintenance Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING VISUALSCAPE, INC. FOR PARKS LANDSCAPE/GROUNDS MAINTENANCE SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On April 23, 2019, the Town issued Request for Proposal (RFP) No. 19-07: Parks Landscape/Grounds Maintenance Services. The RFP was advertised in a newspaper of general circulation (*Attachment "A"*), which complies with the Town's Code Chapter 24, Article II. A Mandatory Pre-Bid Meeting was held on May 14, 2019 at 2:00 PM, at which time ten (10) potential bidders were in attendance (*Attachment "B"*). The RFP's due date and time was June 4, 2019 at 4:00 PM. The Town received four (4) sealed bid packages from potential contractors, which were publicly opened at Town Hall.

The RFP includes the following additional services that were not part of the previous RFP/Contract that was awarded in 2013:

- The RFP includes the following additional services that were not part of the previous RFP/Contract that was awarded in 2013: Page 30 of 88, Section 17.1- ***Tennis Courts Maintenance (Cutler Ridge Park & Saga Bay Park)***: Proposer shall pressure clean tennis court(s) once every six (6) months, cost shall be included in the base bid.
- Page 30 of 88, Section 17.3- ***Athletic Field Striping- (Cutler Ridge Park, Lakes by the Bay Park, and Bel-Aire Park)***: Striping all football, soccer, lacrosse fields on a daily basis when leagues are in operation.





- Page 30 of 88, Section 17.4- **Facility Maintenance-(Franjo Park, Lakes by the Bay Park , Saga Bay Park, and Cutler Ridge Park & Pool Facilities):** The Proposer shall clean the maintenance building, clubhouse, all restroom facilities, water fountains, concession stand (exterior), dumpster enclosures and trash receptacles on a seven (7) day-per week basis, including observed holidays. The Proposer shall utilize a check-off sheet whereby proposer's employees shall sign off whenever restrooms have been inspected and cleaned. Cleaning of all areas shall include mopping the floors with a disinfectant and removing excess water so as not to puddle. All restroom fixtures, walls and partitions shall be cleaned with disinfectant. All dispensers shall be refilled as needed. Trash receptacles shall be emptied as needed, not less than once a day, and cleaned with bleach when necessary to prevent odors. Trash receptacle lids shall also be kept in a clean sanitary condition. Any graffiti shall be eradicated immediately using matching paint or graffiti remover. The Proposer shall identify and immediately report to the Parks and Recreation Director or designee any electrical, plumbing, roofing, painting or other repair work that is needed at the facility.
- Page 31 of 88, Section 17.5- **Playgrounds (Bel-Aire Park, Cutler Ridge Park, Lakes by the Bay Park, Saga Bay Park and Whispering Pines Park):** Remove any weeds and/or grasses within sand/mulch area and rake sand/mulch to uniformity, ensuring a proper depth of twelve (12) inches; special care will be taken at and around footings/landings.
- Page 31 of 88, Section 17.7-**Maintenance of All Park Monument Signs:** The proposer will pressure clean the monument signs once a year. The cost to pressure clean the monument signs shall be included in the proposer's base bid.
- Page 31 of 88, Section 17.8- **Maintenance of Playground Shade Canopies:** The proposer will be responsible for the removal of all playground shade canopies, when a Hurricane Warning has been issued. The proposer shall safely remove the canopies, as per industry standards, and properly store the canopies off-site. The proposer shall coordinate the re-installation of any/all removed canopies with the Parks and Recreation Director or designee, after the storm/ warning has been lifted. Cost for removal, storage, and re-installation shall be included in the proposer's base bid.
- Page 31 of 88, Section 17.9- **Saga Bay Park Land Clearing (One-time):** The proposer shall perform land clearing services on the southern property limits at Saga Bay Park. The area is approximately .81 acres, which has been overgrown with cane grass and invasive plant trees. The proposer shall include the one-time land cleaning labor, equipment, and disposal costs in the base bid amount.





Page 35 of 88, Section 28; 28.1- ***Additional Staffing – Night and Weekend Staff:***

NOTE: Additional staffing costs shall be included in Base Bid. All employees must complete a full background check, including level II background screening

Additional Staff (Working Hours) Proposer's staff will require a vehicle provided by the proposer.

Monday-Friday 4 PM – 11 PM three (3) staff*

Saturday 8 AM – 11 PM three (3) staff*

Sunday 8 AM – 8 PM three (3) staff*

* One (1) roving staff with vehicle, two (2) stationary staff at the following Park Facilities: Cutler Ridge Park, Lakes by the Bay Park and Bel Aire Park

Holidays and eight (8) Town sponsored special events, minimum of four (4) additional staff members.

During football season, August 1 through December 1, two (2) additional staff members must be assigned at Bel Aire Park during seven (7) home games. Home game(s) schedule to be provided on an annual basis on or before August 1st.

A comprehensive Bid Submittal Review was completed by the Town's Parks and Recreation Department, which verified VisualScape, Inc. as the responsive bidder (*Attachment "C"*). A copy of first ranked bidder, VisualScape, Inc., bid submittal is attached (*Attachment "D"*).

RECOMMENDATION

Based on Town staff's evaluation of the "responsive" bidder, VisualScape, Inc., it is recommended that the Town Council approve the attached Resolution.

ATTACHMENT(S):

- Attachment "A" – Advertisement - Daily Business Review (*dated April 23, 2019*)
- Attachment "B" – Mandatory Pre-Bid Meeting Sign-in Sheet (*dated May 14, 2019*)
- Attachment "C" – Town Selection Committee's Recommendation
- Attachment "D" – Bidders Submittal Package

