

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	July 11, 2007
TO:	Riverside County Transportation Commission
FROM:	Claudia Chase, Property Administrator Sheldon Peterson, Rail Program Manager
THROUGH:	Eric Haley, Executive Director
SUBJECT:	Agreement with the Top-Ranked Firm to Provide Landscape Maintenance Services for the Five Commission-Owned and Operated Metrolink Stations

STAFF RECOMMENDATION:

This item is for the Commission to:

- 1) Approve the selection of the top ranked firm to provide landscape maintenance service at the five Commission-owned Metrolink stations;
- 2) Award a consultant services agreement to the top ranked landscape firm. At this time, the top ranked firm has not been selected. Staff expects to bring the recommendation to the Commission at the July 11, 2007 meeting; and
- 3) Authorize the Chair, pursuant to legal counsel review, to execute the agreement on behalf of the Commission.

BACKGROUND INFORMATION:

The Commission is the owner of five Metrolink stations in Riverside County. Complete landscape services have been necessary since 1993 when the first two Metrolink stations, the Riverside-Downtown station and the Pedley station, were constructed. Consecutively, the Commission completed the construction of the La Sierra and West Corona Metrolink stations in 1995. In November, 2002, the Commission began operation of the fifth Metrolink Station, the North Main Corona Station. The landscape services are an important component in attracting the Metrolink rider as well as preserving the property investments of the Commission.

In April 2007, the Commission approved and directed staff to release a request for proposals (RFP) for landscape maintenance services for the Commission-owned and operated Metrolink stations.

Calendar of Events:

Distribution of RFP	April 25, 2007
Deadline for bid package	May 30, 2007
Firms were notified	June 14, 2007
Interviews of all proposers	June 25, 2007
Commission approval of selection	July 11, 2007

The criteria of the firms submitting proposals were evaluated on qualifications of a top ranked landscape firm, key staff, experience of like properties, ability to commence emergency maintenance on a short notice and complete repairs within a proposed time frame. In addition, a cost proposal which outlines labor rates, including overtime, for providing the services outlined in the scope of work is required.

A selection panel was assembled, which consisted of representatives of the Commission, the Riverside Transit Agency and Bechtel staffs. Commission staff received proposals from three firms. Due to the wide range of the cost proposals, a determination was made to interview all three firms to clarify their proposals. During the interviews the panel requested that each firm resubmit its cost proposals and deliver to the Commission by Wednesday, June 27, 2007.

At this time, the selection has not been completed. Staff expects to bring the results of the selection to the Commission meeting for consideration.

Financial Information					
In Fiscal Year Budget:	Yes	Year:	FY 2007/08	Amount:	To be determined
Source of Funds:	Measure A funds			Budget Adjustment:	No
GLA No.:	103-25-73312				
Fiscal Procedures Approved:	<i>Theresa Trevino</i>			Date:	7/11/07