



Item No. 5 Town of Atherton

CITY COUNCIL STAFF REPORT – STUDY SESSION ITEM

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

VIA: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: DAVID HUYNH, SR. ENGINEER/MAINTENANCE MANAGER

DATE: OCTOBER 6, 2021

**SUBJECT: FEEDBACK AND DIRECTION REGARDING A REQUEST FOR
PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES**

RECOMMENDATION

Provide feedback and direction regarding landscape maintenance request for proposal of the Holbrook-Palmer Park and Town's Civic Center.

BACKGROUND

In July 2011, after a competitive procurement process, the City Council selected MCE Corporation to provide public works maintenance and management services for the Town of Atherton. These services included complete maintenance and operations of the Town's streets, park facilities, drainage, Town facilities, library, tennis, and special event support, previously performed by Town staff.

The Town is nearing completion of its Town Center Project which significantly adds to the Town's landscape maintenance area and changes the type and level of landscape maintenance services required. Specifically, the Town Center includes approximately 5 acres of additional landscape maintenance areas including bioretention and treatment areas, additional groundcover, shrubs and trees, as well as associated irrigation, mulching, and weed control.

ANALYSIS

As noted above, the completion of the Town Center project will significantly add to the landscape facility maintenance responsibilities of the Town. In addition to regular maintenance staff (streets and facilities), MCE currently staffs Holbrook Palmer Park with two maintenance personnel, with certain maintenance items such as mowing provided via subcontract. The current contract staff level will be unable to effectively manage the additional areas at the Town Center to the desired level of care.

There are three options to addressing the maintenance need as follows:

- 1) Request that MCE provide additional staffing with the appropriate level of experience in maintaining the types of landscaping at the Town Center via a change order to the existing contract;
- 2) Solicit proposals for landscape maintenance services at the Town Center only;
- 3) Solicit proposals for landscape maintenance services for the Town Center and Holbrook-Palmer Park.

Under all options, street maintenance responsibilities of MCE, including median island maintenance and the limited shoulder/pathway weed control managed by the streets and facility maintenance crews would continue.

There are advantages and disadvantages with each option.

- 1) Should MCE be requested to provide additional staffing in support of the Town Center, current park maintenance staff would likely need to split their time and attention from the park towards the Town Center until such additional personnel are available. The benefit would be that the costs would continue under one contract and the additional personnel could potentially provide additional maintenance support and expertise at Holbrook-Palmer Park.
- 2) Should a request for proposals be issued for the Town Center only, a dedicated crew with appropriate experience could be contracted to maintain the Town Center. In addition to managing an additional landscape maintenance contractor, a split service would not allow for the supplementing of personnel at Holbrook-Palmer Park should they be needed.
- 3) Should a request for proposals be issued for both the Town Center and Holbrook-Palmer Park, the benefit of managing all landscaping maintenance services under one contract and the ability to potentially supplement maintenance staff at Holbrook-Palmer Park would be available. The release of such a request for proposals allows for some adjustment in the level of service desired at the park. However, reduction in MCE personnel may cause some disruption in the relationship with the current maintenance contractor and maintenance staff. There is also the potential that service costs at the Park may increase.

Maintenance needs are anticipated as follows:

Town Center:

- General landscape maintenance: ground cover, plants and shrubs, including watering, pruning, shaping, edging, and fertilization.
- Tree maintenance: including maintenance of tree stakes, watering, planting, fertilization, minor pruning, shaping and structural pruning of recently planted trees, removal of saplings and small branches as necessary – major pruning by others.

- Weed/pest control and mulching: weed and pest control per the Town's Integrated Pest Management policies, using eco-friendly products and maintaining mulch areas to required depths to maintain a weed-free environment. Inspection for insects/disease and address
- Irrigation – Operate and maintain system as necessary to maintain plant health and in compliance with water conservation ordinances at all times. Inspect and test system at least every two weeks and repair deficiencies within 24 hours of discovery.
- Area drains and cleanouts – inspect area drains and cleanouts at least one monthly, in advance of major rain events and as per required maintenance schedules. Clear and repair as necessary to maintain functioning systems.
- Bio-retention and treatment facilities, in addition to the general maintenance activities outlined above, regularly inspect and maintain treatment areas and soils as required by the approved maintenance plan and to assure of plant health and to maintain level and quality of stormwater treatment. Removal of accumulated trash or debris (organic and inorganic) materials from the retention basins and treatment areas.
- Debris and trash – remove trash and debris (organic and inorganic) from Town Center planting areas and from the site access streets, parking areas, hardscape areas and pathways. Leaf blowing shall be in compliance with the Town's Electric Leaf Blower Pilot Program, which requires the use of electric or battery-operated blowers to the maximum extent practicable.
- Hardscapes – Maintenance and Repair – inspect at least every two weeks. Remove debris and glass immediately upon discovery. Maintain pervious concrete and asphalt areas. Inspect and maintain decomposed granite pathways such that they are clean, clear, level and provide stable accessible paths of travel. Removal or trip hazards upon discovery.
- Site amenities – benches, trash containers, tables, bicycle racks, fountains, and other site amenities every two (2) weeks and advise of any required repairs to be coordinated with the Town's Maintenance Manager.

Holbrook-Palmer Park (in addition to the applicable areas above):

- Turf and Grass – Weekly mowing during season, bi-weekly during off-season, edging, trimming, annual aeration, fertilization (3-times annually), weed and pest control. Turf to be maintained to prevent and limit brown spots. Dead areas to be properly treated, seeded and fertilized to facilitate quick restoration of turf areas. Failed areas should be replaced with sod as necessary as to maintain usable and attractive turf.
- Weed/Pest control and Mulching – as outlined above, serviced as per mow schedule. Tree mulch provided by others for spreading by maintenance contractor. Mulch provided shall be spread within one week in applicable areas to assist in controlling weeds and in providing a clean and maintained look.
- Field Maintenance – maintenance of the Little League and athletic field shall be maintained to an appropriate standard including: grass height (as required seasonally), clay field, irrigation, drainage, repair of heavy use areas and the seasonal placement and removal of the ballfield fencing
- Rose and ornamental tree pruning

- Litter Control – in addition to the section above, daily and as needed emptying of trash and recycle bins throughout the park
- Maintenance of pathways
- Blowing of pathways and tennis courts weekly and as needed in compliance with the Town’s Electric Leaf Blower Pilot Program, which requires the use of electric or battery-operated blowers to the maximum extent practicable.
- Site amenities – benches, trash containers, picnic tables, shade structures, overhead structures, bicycle racks, drinking fountains, and other site amenities every two (2) weeks and advise of any required repairs to be coordinated with the Town’s Parks Manager.
- Par Course and Playground – weed inspection and control as outlined above within the par-course and playground areas, bi-annual inspection of par-course and children’s playground and maintenance of accessible surfacing. Advise, immediately upon observation, the Park Manager of any required repairs and maintenance needs.
- Oversight- Conduct regular inspections of the park and create task lists. Notify the Park Manager of the lists for additions and to prioritize. Verify timely completion of task list.

Gilmore House:

- Weekly mowing, blowing and irrigation inspection
- Mulch, weed and pest control
- Twice annual major landscape cleanup
- Regular tree, shrub and plant maintenance/pruning

Staff is requesting feedback on the request for proposal options identified above as well as the identified maintenance items and levels of service outlined for inclusion in the request for proposals.

POLICY FOCUS

There are no significant policy issues related to the providing feedback and direction to the Landscape Maintenance RFP.

FISCAL IMPACT

There are no fiscal impacts related to the providing feedback and direction to the Landscape Maintenance RFP.

GOAL ALIGNMENT

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal B – Preserve Small Town Character and Quality of Life
- Goal C – Create and Expand the Town Center/Library

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ____ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)