

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** March 19, 2020

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Authorize the General Manager to Execute a Contract for Professional Park Landscaping and Maintenance Services

**ISSUE:**

Shall the Board of Directors authorize the General Manager to execute a contract for professional park landscaping and maintenance services?

**GENERAL MANAGER'S RECOMMENDATION:**

It is recommended that the Board of Directors ***not authorize the professional park landscaping and maintenance service.***

**FISCAL IMPACT:**

The HPUD management prepared and submitted a request for proposal for professional park landscaping and maintenance services to perform several duties at all four of the HPUD parks including the following:

The contractor shall furnish all labor, materials, tools, equipment and incidentals needed to perform the described work, in a safe, timely and workmanlike manner.

**The following work shall be performed at least once a week:**

1. Mow turf areas between 3"-4" as needed seasonally (including ball fields, walking paths, and general turf)
2. Move soccer goal posts and picnic tables in order to mow underneath to the standards described above.
3. Edge turf along walkways, pavement and curbs.
4. Remove cuttings, leaves, trash and debris from turf and planting areas and dispose of off-site.
5. Blow, pick up and remove off-site, leaves, trash and debris from walkways, ball courts, picnic areas and other paved surfaces.
6. Clean benches, picnic tables, playground equipment, playground surfaces, barbecues and drinking fountains.
7. Look for problems such as leaky valves, leaky sprinkler heads, potholes, sunken areas, dead plants, vandalism, graffiti, damaged facilities and equipment and notify District's representative in writing or by e-mail as soon as possible.
8. Monitor incidental weed growth, and control as needed.
9. Perform other incidental work of similar nature as directed by the District's representative.

**The following work shall be performed semi-annually as scheduled by the District's representative:**

1. Provide and apply herbicide to control weeds along fence lines, around bollards, light fixtures and signs, under bleachers, in areas of inert material (mulch and cobble areas, decomposed granite surfaces, and baseball field base lines, pitcher's mounds, warm-up areas, etc.) and around sprinkler heads.
2. Perform minor tree and shrub pruning as directed by the District's Representative.

We received two bids for these services.

<b>MONTHLY AMOUNT</b>		
<b>Park Landscaping Maintenance Services - Bid Results</b>		
<b>Park Name</b>	<b>Las Palmas</b>	<b>Burnsworth</b>
Jiggs Johnson Park	1,599.60	2,295.00
Estancia Park	3,018.60	3,425.00
Tito Park	4,463.40	3,425.00
Children's Park	480.00	765.00
<b>TOTAL</b>	<b>9,561.60</b>	<b>9,910.00</b>
<b>ANNUAL AMOUNT</b>		
<b>Park Landscaping Maintenance Services - Bid Results</b>		
<b>Park Name</b>	<b>Las Palmas</b>	<b>Burnsworth</b>
Jiggs Johnson Park	19,195.20	27,540.00
Estancia Park	36,223.20	41,100.00
Tito Park	53,560.80	41,100.00
Children's Park	5,760.00	9,180.00
<b>TOTAL</b>	<b>114,739.20</b>	<b>118,920.00</b>

Since HPUD received word of the Statewide Park Program grant award for Children's park after the RFP timeline for modifications was past, we called the contractors to see if they would honor their bid with Children's Park removed. They both agreed that they would. This changed the results as follows:

<b>MONTHLY AMOUNT without CHILDREN'S PARK</b>		
<b>Park Landscaping Maintenance Services - Bid Results</b>		
<b>Park Name</b>	<b>Las Palmas</b>	<b>Burnsworth</b>
Jiggs Johnson Park	1,599.60	2,295.00
Estancia Park	3,018.60	3,425.00
Tito Park	4,463.40	3,425.00
<b>TOTAL</b>	<b>9,081.60</b>	<b>9,145.00</b>
<b>ANNUAL AMOUNT without CHILDREN'S PARK</b>		
<b>Park Landscaping Maintenance Services - Bid Results</b>		
<b>Park Name</b>	<b>Las Palmas</b>	<b>Burnsworth</b>
Jiggs Johnson Park	19,195.20	27,540.00
Estancia Park	36,223.20	41,100.00
Tito Park	53,560.80	41,100.00
<b>TOTAL</b>	<b>108,979.20</b>	<b>109,740.00</b>

The Request for Proposal had a scoring criteria published that included the following factors:

- demonstrated positive experience performing the requested services;
- capability to perform the services, including demonstrated qualifications and resources to competently and timely perform the work;
- firm and principal staff reputation in the community;
- quality of references; and
- proposal price and fees.

The proposals were evaluated by the Finance Manager, Chief Operator and General Manager. All three evaluations ranked Burnsworth Landscape, Inc. higher than the other bid even though the cost was slightly higher. Without Children's Park included in the bid, the variance between the two bids is \$760.80. Staff felt that Burnsworth has larger contracts with more equipment and personnel. Additionally they have experience with large parks and have local contracts with other government agencies and are familiar with prevailing wage laws and requirements.

#### **BACKGROUND:**

The Board gave direction to staff to request bids for parks maintenance services to determine if it would cost the district less money to hire a professional then to hire personnel.

There are several factors to consider when making the comparison between hiring personnel or contracting for services. The table below shows the savings that HPUD

would realize should we not hire into the position or pay expenses related to the parks department.

<b>ANNUAL - HPUD SAVINGS WITH CONTRACT</b>	
EMPLOYEE SALARY - Step 1 with Benefits	88,727.00
5139 - Uniform and Safety Shoes	750.00
5270 - Materials & Supplies	6,250.00
5290 - Maintenance & Repairs	6,000.00
5293 - Equipment Replace/Maintain	1,000.00
5301 & 5302 Fuel	200.00
<b>TOTAL SAVINGS WITH CONTRACT</b>	<b>102,927.00</b>

As you can see the contract for park landscaping and maintenance is \$6,052.20 higher than the cost to hire in an employee at the same salary and benefits as currently approved.

Staff feels that there is an opportunity to restructure the salary schedule for the parks maintenance employees to further reduce our annual salary and benefit costs. The current salary schedule for the Parks Maintenance position is listed in the table below.

		<b>Step 1</b>	<b>Step 2</b>
Parks Maintenance	Monthly	3,666	3,850
	Annual	43,996	46,195
	Hourly Rate	21.152	22.209

The HPUD could restructure this position and rename the current Parks Maintenance Position, which is currently filled, to a Parks Maintenance II. Then create a new position titled Parks Maintenance I and hire in at a lower salary.

This will require negotiations with the NRTA as this position is included in their MOU. Staff anticipates a savings from our current salary and benefit cost as follows:

POSITION / TITLE	POSITION SALARY	FICA 6.2%	Medicare 1.45%	PERS 19-20 rates 10.823%&6.985%	UI & ETT	Work-Comp 19-20 Rates	Health Insurance	Dental	VISION	Life	TOTAL	TOTAL SALARY AND BENEFIT
<b>Parks &amp; Retention Mntnce</b>												
Parks Maintenance II	49,054	3,041	711	8,743	259	3,615	21,941	1,660	409	66	40,447	\$ 89,501.75
Parks Maintenance I	33,280	2,063	483	2,325	259	2,453	21,941	1,660	409	66	31,659	\$ 64,939.30
<b>Totals</b>	<b>82,334</b>	<b>5,105</b>	<b>1,194</b>	<b>11,068</b>	<b>518</b>	<b>6,068</b>	<b>43,883</b>	<b>3,321</b>	<b>818</b>	<b>132</b>	<b>72,107</b>	

The projected savings when restructuring the Parks Maintenance positions is \$24,562.00 per year.

**CONCLUSION:**

As staff has reviewed and analyzed the cost to contract for professional park landscaping and maintenance services and has determined that the cost exceeds the

current cost to hire an employee at the current salary schedule; and as the HPUD staff has determined that restructuring the current Parks Maintenance Position to include a Parks Maintenance II and Parks Maintenance I position with a lower salary would have a projected \$24,562.00 savings; **staff recommends not approving the contract for professional park landscape and maintenance service, and direct staff to negotiate with NRTA for a new position at a lower annual cost.**

**ALTERNATIVES:**

- 1) Award the contract for professional park landscaping and maintenance services to Burnsworth Landscaping for an annual amount not to exceed \$109,740.00.
- 2) Award the contract for professional park landscaping and maintenance services to Las Palmas Landscaping for an annual amount not to exceed \$108,979.20.
- 3) Direct staff to negotiate with NRTA to include a new Parks Maintenance position that has a lower annual cost to the District.
- 4) Provide alternate direction to staff.

Respectfully Submitted,

Laura Fischer,  
General Manager