



# CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



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March 22, 2016

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. RFP PR16-023 and authorize the City Manager to execute a contract with Los Cerritos Wetlands Stewardship, Inc., of Long Beach, CA, for the maintenance and management of environmentally sensitive areas, in an annual amount of \$364,800, and authorize a 15 percent contingency in the amount of \$54,720, for a total annual contract amount not to exceed \$419,520, for a period of two years, with the option to renew for two additional one-year periods, at the discretion of the City Manager or his designee. (Citywide)

## DISCUSSION

City Council approval is requested to enter into a contract with Los Cerritos Wetlands Stewardship, Inc. (LCWS), for the maintenance and management of environmentally sensitive areas (Covered Areas) managed by the Department of Parks, Recreation and Marine (PRM). The Covered Areas are identified as follows:

- Golden Shore Marine Biological Reserve
- Jack Dunster Biological Reserve
- Colorado Lagoon (Tidal Zones and Upland Areas)
- Rainbow Lagoon
- Rainbow Harbor
- Sims' Pond
- Marine Stadium
- Pacific Electric Right-of-Way
- Bluff Park Slope

The scope of services and requirements for the Covered Areas, which are considered to be environmentally sensitive due to their proximity to wetlands, intertidal waterways and/or coastal areas, require a highly specialized and comprehensive type of maintenance, including maintenance of grounds and landscape, and bodies of water, including aquatic weed management, pond and culvert maintenance, and the capture and removal of waterborne debris.

The Request for Proposals (RFP) was advertised in the Press-Telegram on November 12, 2015, and 4,808 potential proposers specializing in these services were notified of the RFP opportunity. Of those proposers, 40 downloaded the RFP via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at: [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 22 local, minority and women-owned business groups. Two proposals were received by the December 11, 2015, due date. Of those two proposals, none were Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), both were certified Small Business Enterprises (SBEs), and both were Long Beach businesses (Locals).

A selection committee, comprised of representatives from PRM and the City Manager Department, reviewed the submitted proposals and evaluated each proposal on the criteria set forth in the RFP. The selection committee determined that the proposal from LCWS represented the most qualified and responsive proposal based upon the criteria submitted in the RFP.

### **Local Business Outreach**

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the RFP specifications. Through outreach, 551 Long Beach vendors were notified to submit proposals, of which seven downloaded, and two submitted proposals. The Purchasing Division is committed to continuing to perform outreach to local businesses to expand the vendor pool.

This matter was reviewed by Deputy City Attorney Linda T. Vu on March 1, 2016 and by Budget Management Officer Victoria Bell on March 3, 2016.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFP PR16-023 and award a contract concurrently is requested on March 22, 2016, in order to ensure that the contract is in place expeditiously.

FISCAL IMPACT

The annual contract expense will not exceed \$419,520, including the recommended 15 percent contingency of \$54,720. The new contract amount represents a 29 percent increase from the previous annual amount, primarily due to the addition of the Bluff Park Slope area, along with adjustments to services and increased vendor costs. The cost of the new contract for the remainder of FY 16 is estimated at \$209,760, and of that amount, \$130,230 is budgeted in the Tidelands Operations Fund (TF 401), the Rainbow Harbor Fund (TF 411), and in the General Fund (GF) in the Parks, Recreation and Marine Department (PR). The remaining cost of \$79,530 is for services provided in the Tidelands area, but is not budgeted. This amount will be absorbed within PRM's existing Tidelands budget for the remainder of FY 16. Funding for the full year contract cost of \$419,520 will be addressed as part of the FY 17 budget process. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for five full-time employees and four part-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



STEPHEN P. SCOTT  
INTERIM DIRECTOR OF PARKS, RECREATION AND MARINE



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

SPS:JG:EH:KB:RL:ak

APPROVED:

  
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PATRICK H. WEST  
CITY MANAGER