City Council – Action Request Form

Date: May 14, 2024

To: Mayor, Mayor Pro Tempore, and Members of the City Council

Aaron King, Assistant City Manager

From: Keith Finch, Vegetation Management Director

Darren Redfield, Purchasing Director

Council Action Requested:

Resolution Awarding Contract for Landscaping Services at Highway 52 and Research Parkway (South Ward)

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

Following completion of the Twin Arches interchange at U.S. Highway 52 and Research Parkway, the installed landscaping enhancements have been maintained under a NCDOT contract with Champion Landscapes, Inc., to ensure that all plantings became established and healthy. That contract ends May 31, so the City is taking over this right-of-way maintenance.

To solicit competitive bids, Vegetation Management developed a scope of services – based on the current contract – to be performed on a monthly basis: litter pick-up, watering, trimming, bed edging, removing and replacing plants, pruning of trees and shrubs, tree staking, cutting back native grasses, planting sedges, perennials and annuals, applications of post and pre-emergent weed control, and annual mulching.

City/County Purchasing advertised a Request for Proposals (RFP) entitled Landscaping Services for Highway 52 at Research Parkway, and one proposal was received from Champion Landscapes, Inc. (Midland, NC) on February 20, 2024.

Terms of the bid document specified detailed criteria upon which each proposal received would be rated and an evaluation panel of City staff reviewed the proposals received to select the one most qualified to meet the requirements of the RFP. See Exhibit A for the evaluation criteria and detailed scoring.

Committee Action:			
Committee	FC 5-14-2024	Action	Approval
For	Unanimous	Against	
Remarks:		•	

Terms of the RFP provide the right for the City to renew the contract for as many as two additional annual mowing seasons, provided the City and Contractor agree and funds are made available for this purpose. If the Contract is extended, prices may be adjusted at the beginning of each annual period by an amount not-to-exceed the latest available Consumer Price Index for All Urban Consumers (CPI-U).

It is recommended that a contract for Landscaping Services for Highway 52 at Research Parkway be awarded to Champion Landscapes, Inc. in the annual amount of \$166,200 with the option to extend for two additional years, for a total potential value of \$498,600.

This is a new expense that was planned for, where the FY 2024-25 operations budget will appropriate funds to cover this contract through June 30, 2025, with contract extensions subject to future budget appropriations. The state (NCDOT) partially subsidizes the maintenance of the many miles of state roads within the city limits. The reimbursement amount for this year is \$242,991; however, very little of that amount will go toward this contract.

M/WBE comment: The bid opportunity was advertised on the city website and bid invitations were sent to 37 companies, including 16 local and 16 M/WBE businesses. See Exhibit B for a complete list of businesses notified and Exhibit C for Workforce Demographics.