

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

2-D June 25, 2024



A handwritten signature in black ink that reads "Edward Yen".

EDWARD YEN
EXECUTIVE OFFICER

June 25, 2024

The Honorable Board of Commissioners
Los Angeles County Development Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

CONTRACT FOR LANDSCAPING SERVICES (ALL DISTRICTS) (3 VOTE)

SUBJECT

This letter recommends approval of a Contract with Stay Green, Inc., to provide landscaping services to the Los Angeles County Development Authority (LACDA). Landscaping services will be provided for throughout the County of Los Angeles, including administrative buildings, housing developments, and vacant properties owned and managed by the LACDA.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the approval of a Contract for landscaping services is exempt from the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.
2. Authorize the Executive Director or designee to execute a one-year Contract with Stay Green, Inc., for landscaping services, and all related documents, in the amount of \$2,000,000 using program funds included in the LACDA's approved Fiscal Year 2024-2025 budget, to be effective July 1, 2024, following approval as to form by County Counsel and execution by all parties.
3. Authorize the Executive Director or designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$2,000,000, using funds to be requested through the LACDA's annual budget approval process.
4. Authorize the Executive Director or designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen

costs.

5. Authorize the Executive Director or designee to increase the annual compensation by the amount of the LACDA Living Wage Program rate increase in addition to all other authorizations.

6. Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate the Contract for convenience.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to award a Contract to provide landscaping services for the LACDA. The proposed Contract provides for basic landscaping services such as mowing, edging, pest and weed control, aerating, thatching, fertilizing (as needed), turf reseeding, trimming, irrigation, ground and irrigation system maintenance, brush clearance, rodent control, tree maintenance and services, and other similar services.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The cost for the first year is \$2,000,000, which is included in the LACDA's approved Fiscal Year 2024-2025 budget.

If extended, the cost for the second through the fifth year of the Contract will remain at the same annual amount of \$2,000,000 plus any amounts due for the increase in the Living Wage Program rate using funds to be requested through the LACDA's annual budget approval process.

A 10% contingency, in the amount of \$200,000 per year, is also being set aside for any unforeseen needed landscaping services, using the same source of funds described above.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The landscaping services are being federally funded and will not be subject to the requirements of the Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles. Instead, Stay Green, Inc. has agreed to comply with Section 3 of the Housing and Community Development Act of 1968. The Housing and Community Development Act of 1968, requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The LACDA has determined that Stay Green, Inc. has met the requirements of the LACDA Living Wage Program (LWP) and agrees to pay the LWP hourly rate, including annual increases, to employees while providing services during the Contract.

The Contract has been approved as to form by County Counsel and will be effective on July 1, 2024, subject to Board approval and execution by Stay Green, Inc. On May 15, 2024, the Housing Advisory Committee recommended approval of the Contract award.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On February 9, 2024, a Request for Proposal (RFP) process was initiated to identify contractors to provide landscaping services for the LACDA. Notices were emailed to 192 vendors from the LACDA vendor list. An announcement was also posted on the County’s WebVen and LACDA websites.

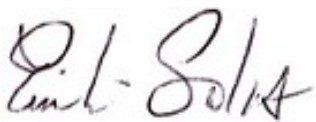
A Pre-Proposal Conference was held at the LACDA Administrative Building, on February 22, 2024. A total of four contractors participated in the Pre-Proposal Conference. On March 8, 2024, three proposals were received, but one proposal was submitted late and determined non-responsive.

A panel consisting of LACDA staff evaluated the proposals and ranked each firm independently. Stay Green, Inc. was determined to be the highest ranked and most qualified vendor based on the criteria stated in the RFP and is therefore being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed Contract will provide needed landscaping services for locations owned by the LACDA and continue to provide the residents and staff with decent, safe and sanitary conditions.

Respectfully submitted,



Emilio Salas

Executive Director

ES:KT:hb

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Landscaping Services

On February 9, 2024, the following outreach was initiated to identify landscaping contractors to provide necessary landscaping services for the LACDA.

A. Announcement

On February 9, 2024, announcements were posted on the LACDA's and County WebVen websites for 28 days and released over 192 email notices to firms identified on both websites. Thirty four firms downloaded a copy of the solicitation package.

B. Request for Proposal Results

On March 8, 2024, three proposals were received, however one proposal was submitted late and determined non-responsive. The two proposals that met the minimum requirements were forwarded to the three-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, quality control, Living Wage Program and costs. The final evaluation results are as follows:

<u>Name</u>	<u>Score</u>
Stay Green, Inc.	953
Parkwood Landscape Maintenance, Inc.	869

Stay Green, Inc. is being recommended for the Contract award for landscaping services based on the evaluation criteria set forth in the RFP.

C. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Stay Green, Inc.	Non-Minority	Total: 449

D. Minority/Women Participation– Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Parkwood Landscape Maintenance, Inc.	Non-Minority	Total: 400

The LACDA conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences;

conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the LACDA.

The recommended award of Contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color, or gender.