

TOWN COUNCIL STAFF REPORT

Title: Award Landscape Maintenance Contract to Gray's Grasshopper.

Meeting Date: November 20, 2024

Prepared by: Riley Griesenbeck, Facilities and Asset Manager
Amy Callanan, Engineering Manager
Shaun Troy, Finance Analyst & Technology Coordinator

RECOMMENDATION:

Staff recommends Town Council:

- Approve the Project Scope.
- Award the maintenance contract to the lowest responsive bidder, Gray's Grasshopper, Inc. for an amount not to exceed \$75,000 per year.
- Authorize the Town Manager to execute the maintenance contract.
- Authorize the Public Works Director to review and approve minor changes to the contract.
- Authorize the Public Works Director to accept the work performed as part of this project.

BACKGROUND:

In the summer of 2024, installation of new irrigation systems and landscaping was completed at the Parcel, Mammoth Creek Park, and along both sides of Main St/Hwy 203. These systems and landscaping are all located either within public right-of-way or on Town-owned land, and include five backflow prevention devices, three along Main St/Hwy 203 and one each at the Parcel and Mammoth Creek Park, their associated irrigation systems, and various plantings.

Because Town Parks Maintenance staff do not currently have staffing or equipment capacity to provide the necessary maintenance and attention to keep these new landscape systems in a pristine working condition, and because these types of services are more efficiently performed by consistent and experienced personnel, Town staff advertised a bid for a landscape maintenance contract to provide the various work components. The contract would be administered in a similar fashion to the Town's snow removal contracts, which are generally billed at hourly rates for work performed with a not-to-exceed amount per fiscal year.

Maintenance Contract Scope Items:

- **Spring irrigation system pressurization and clean-up:** this work will commence after the last forecasted hard freeze, after snow has melted off the

landscaped areas, and includes re-installation of backflow prevention devices and their certification, pressurization and inspection of the irrigation systems, clean-up of trash and debris, and inspection of landscaping components for health and viability. This work will be billed on a lump sum basis once per year.

- **Fall winterization:** this work will commence prior to the first forecasted hard freeze of the season and includes wrapping of trees and shrubs, clean-up of trash and debris, blowing out of irrigation systems, and removal of backflow prevention devices. This work will be billed on a lump sum basis once per year.
- **Weekly maintenance:** this work will occur on a weekly basis and includes inspection of the five irrigation systems for their proper functioning, weeding and clean-up of trash and debris. This work will be billed on a lump sum basis once per week throughout the summer season.
- **Mowing at Mammoth Creek Park:** this work will occur on a weekly basis throughout the summer and includes mowing the sod at Mammoth Creek Park, as well as three fertilizations per summer season. This work will be billed on a lump sum basis once per week throughout the summer season.
- **Irrigation repairs:** this work will occur on an as-needed basis and will be billed on an hourly basis for one irrigation repair lead and an assistant to perform necessary repairs to the various irrigation systems. Contractor will be reimbursed for materials costs separately.
- **Removal and replacement of landscape materials:** this work will occur on an as-needed basis and only at the direction of Town staff and includes the removal and replacement of various landscaping materials, including cobble rip rap, mulch, topsoil, and plantings. This work will be billed on an hourly basis for labor and Contractor will be reimbursed for materials costs.

ANALYSIS:

Staff solicited bids for the maintenance contract beginning September 27, 2024. Bids were publicly opened on Friday, October 25, 2024 at 3:00 PM. One (1) bid was received from Gray's Grasshopper, Inc. with pricing broken down as follows:

	Estimated Quantity per Season	Unit of Measure	Unit Cost	Total
Spring Clean Up and Irrigation Pressurization	1	LS	\$9,318.00	\$9,318.00
Fall Clean Up and Winterization	1	LS	\$12,424.00	\$12,424.00
Weekly Maintenance	23	LS	\$1,553.00	\$35,719.00
Irrigation Repairs	25	HR	\$108.88	\$2,722.00
Remove and Replace Landscape Materials	25	HR	\$86.25	\$2,156.25
Mowing	23	LS	\$338.05	\$7,775.15
			Total	\$70,114.40

The not-to-exceed amount of this contract, \$75,000, provides for the reimbursement, to the Contractor, for a small number of irrigation parts and landscaping materials at a rate of invoice cost of materials plus an additional fifteen percent (15%) for profit and overhead.

FINANCIAL CONSIDERATIONS:

This project will be funded in the budget adjustment agenda item being presented to Town Council for approval on November 20, 2024. The landscape maintenance project will be accounted for in Department 458 (Parking and Streetscapes) of Fund 210. Future Town Council approved budgets will include an increase to fund 458 to continue this work.

ENVIRONMENTAL CONSIDERATIONS:

The project is categorically exempt from CEQA under California Code of Regulations Section 15304.b. Minor Alterations to Land.

In addition, Town Staff will continue to work closely with the Community and Economic Development Department Planning Division and Mammoth Community Water District (MCWD) to ensure that all plantings and irrigation systems comply with the Town’s Water Efficient Landscaping Ordinance (WELO) and all current and projected water use restrictions.