

PROCUREMENT SUMMARY

**GRAFFITI ABATEMENT SERVICES FOR BUS AND RAIL FACILITIES /
OP1788330008370**

1.	Contract Number: OP1788330008370	
2.	Recommended Vendor: Woods Maintenance Services, Inc.	
3.	Type of Procurement (check one): RFP IFB IFB-A&E Non-Competitive Modification Task Order	
4.	Procurement Dates:	
	A. Issued: October 28, 2020	
	B. Advertised/Publicized: October 25, 2020	
	C. Pre-proposal/Pre-Bid Conference: November 4, 2020	
	D. Proposals/Bids Due: December 17, 2020	
	E. Pre-Qualification Completed: submitted on March 23, 2021	
	F. Conflict of Interest Form Submitted to Ethics: March 11, 2021	
	G. Protest Period End Date: May 15, 2021	
5.	Solicitations Picked up/Downloaded: 30	Proposals Received: Region 1: 3 proposals Region 2: 3 proposals Region 3: 3 proposals
6.	Contract Administrator: Rommel Hilario	Telephone Number: (213) 922-4654
7.	Project Manager: Maral Minasian	Telephone Number: (213) 922-6762

A. Procurement Background

This Board Action is to approve the award of firm fixed unit rate Contract No. OP1788330008370 to Woods Maintenance Services, Inc. (Woods) for Regions 1, 2, and 3, for graffiti abatement services throughout Metro facilities, buildings, railroad system infrastructure, and Caltrans Park & Ride Lots effective July 1, 2021. Board approval of contract awards are subject to resolution of any properly submitted protest(s).

This procurement was a competitively negotiated procurement in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate. To better coordinate graffiti abatement services and maximize efficiencies, the Scope of Services was divided into three (3) geographical regions. Proposers were allowed to propose on one or multiple regions for a maximum of three (3) regions. Each geographical region was assigned a 27% goal, inclusive of a 24% Small Business Enterprise (SBE) goal and a 3% Disabled Veteran Business Enterprise (DVBE) goal

On October 28, 2020, Request for Proposals (RFP) No. OP67689-2 was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The proposed contract type is firm fixed unit rates.

Prior to the release of the RFP, an informational meeting was held at Metro Headquarters on December 19, 2019, to encourage potential proposers, including community-based organizations (CBOs), to participate in this procurement and help increase the competitive base. This action was intended to expand opportunities for small business participation while maintaining service efficiency and continuity. There were thirty-three (33) participants representing twenty-six (26) firms that attended the outreach event.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on November 6, 2020, provided pre-proposal conference materials including sign-in sheets, plan holder's list, and prevailing wage information;
- Amendment No. 2 issued on December 2, 2020, extended the proposal due date and revised the minimum qualifications and evaluation criteria.

A virtual pre-proposal conference was held on November 4, 2020. There were three questions received and responses were provided prior to the proposal due date.

On December 17, 2020, nine proposals were received and deemed responsive from the three firms listed below, by region, in alphabetical order:

REGION 1

1. Parkwood Landscape Maintenance, Inc.
2. Urban Graffiti Enterprises, Inc.
3. Woods Maintenance Services, Inc.

REGION 2

1. Parkwood Landscape Maintenance, Inc.
2. Urban Graffiti Enterprises, Inc.
3. Woods Maintenance Services, Inc.

REGION 3

1. Parkwood Landscape Maintenance, Inc.
2. Urban Graffiti Enterprises, Inc.
3. Woods Maintenance Services, Inc.

B. Evaluation of Proposals/Bids

A Proposal Evaluation Team (PET) consisting of staff from Metro's Maintenance and Engineering, and Bus/Rail Operations Departments was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

- Qualifications of the Firm/Team 15 points
- Qualifications and Experience of Key Personnel 20 points
- Management Plan/Approach 35 points
- Cost Proposal 30 points

The evaluation criteria are appropriate and consistent with criteria developed for similar procurements. Several factors were considered when developing these weights, giving the greatest importance to management plan/approach.

On February 12, 2021, the PET met to review the evaluation criteria package, process confidentiality and conflict of interest forms and take receipt of the nine (9) responsive proposals to initiate the evaluation phase. Evaluations were conducted from February 12, 2021 through February 25, 2021.

On February 25, 2021, the PET reconvened and determined that all nine proposals received from the three firms listed below were all in the competitive range:

1. Parkwood Landscape Maintenance, Inc.
2. Urban Graffiti Enterprises, Inc.
3. Woods Maintenance Services, Inc.

Qualifications Summary of Firms Within the Competitive Range:

Parkwood Landscape Maintenance, Inc.

Parkwood Landscape Maintenance, Inc. (Parkwood), located in Van Nuys, CA has provided professional landscape services in the Los Angeles area for over 48 years. Parkwood currently has contracts with the City of Palmdale, City of Los Angeles, City of Moorpark and Port of Long Beach. Parkwood currently employs over 200 full time employees. Parkwood possesses and maintains all necessary licensing and permits to perform their services.

Urban Graffiti Enterprises, Inc.

Urban Graffiti Enterprises, Inc. (Urban Graffiti) was founded in 1990 and incorporated in May of 2000. Currently, the firm services approximately 15 municipalities including contracts in Los Angeles County, Orange County and San Bernardino County unincorporated communities, and all of the Los Angeles County flood control rivers, channels and support facilities. In addition, Urban Graffiti also services numerous entities in the private sector. Urban Graffiti is a Metro certified Small Business Enterprise (SBE).

Woods Maintenance Services, Inc.

Woods Maintenance Services, Inc. (Woods) has over 40 years of experience in the industry and is currently performing these services for Metro in a satisfactory manner. The firm started as a janitorial maintenance contractor in 1975 under the name of D & B Maintenance, Inc. Graffiti Control Systems was added for graffiti abatement services as a new division in 1980. Woods began to provide landscape and irrigation maintenance services in early 1990, and became a prime contractor in these services, employing subcontractors in 2007. The firm employs over 140 technicians and has dedicated FTEs to each region proposed. Woods maintains all necessary licensing and permits to perform the services.

Firms were requested to submit a Best and Final Offer (BAFO). The following is a summary of the PET scores:

REGION 1

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Woods Maintenance Services, Inc.				
3	Qualifications of the Firm/Team	98.66	15.00%	14.80	
4	Qualifications and Experience of Key Personnel	99.15	20.00%	19.83	
5	Management Plan/Approach	99.34	35.00%	34.77	
6	Cost Proposal	93.86	30.00%	28.16	
7	Total		100.00%	97.56	1
8	Parkwood Landscape Maintenance, Inc.				
9	Qualifications of the Firm/Team	97.00	15.00%	14.55	
10	Qualifications and Experience of Key Personnel	96.65	20.00%	19.33	
11	Management Plan/Approach	93.00	35.00%	32.55	
12	Cost Proposal	100.00	30.00%	30.00	
13	Total		100.00%	96.43	2
14	Urban Graffiti Enterprises, Inc.				

15	Qualifications of the Firm/Team	81.33	15.00%	12.20	
16	Qualifications and Experience of Key Personnel	85.85	20.00%	17.17	
17	Management Plan/Approach	81.34	35.00%	28.47	
18	Cost Proposal	99.43	30.00%	29.83	
19	Total		100.00%	87.67	3

REGION 2

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Wood Maintenance Services, Inc.				
3	Qualifications of the Firm/Team	98.66	15.00%	14.80	
4	Qualifications and Experience of Key Personnel	99.15	20.00%	19.83	
5	Management Plan/Approach	99.34	35.00%	34.77	
6	Cost Proposal	94.16	30.00%	28.25	
7	Total		100.00%	97.65	1
8	Parkwood Landscape Maintenance, Inc.				
9	Qualifications of the Firm/Team	97.00	15.00%	14.55	
10	Qualifications and Experience of Key Personnel	96.65	20.00%	19.33	
11	Management Plan/Approach	93.00	35.00%	32.55	
12	Cost Proposal	100.00	30.00%	30.00	
13	Total		100.00%	96.43	2
14	Urban Graffiti Enterprises, Inc.				
15	Qualifications of the Firm/Team	85.33	15.00%	12.80	
16	Qualifications and Experience of Key Personnel	85.85	20.00%	17.17	
17	Management Plan/Approach	81.34	35.00%	28.47	

18	Cost Proposal	99.40	30.00%	29.82	
19	Total		100.00%	88.26	3

REGION 3

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Wood Maintenance Services, Inc.				
3	Qualifications of the Firm/Team	98.66	15.00%	14.80	
4	Qualifications and Experience of Key Personnel	99.15	20.00%	19.83	
5	Management Plan/Approach	99.34	35.00%	34.77	
6	Cost Proposal	94.00	30.00%	28.20	
7	Total		100.00%	97.60	
8	Parkwood Landscape Maintenance,				
9	Qualifications of the Firm/Team	97.00	15.00%	14.55	
10	Qualifications and Experience of Key Personnel	96.65	20.00%	19.33	
11	Management Plan/Approach	93.00	35.00%	32.55	
12	Cost Proposal	100.00	30.00%	30.00	
13	Total		100.00%	96.43	2
14	Urban Graffiti Enterprises, Inc.				
15	Qualifications of the Firm/Team	85.33	15.00%	12.80	
16	Qualifications and Experience of Key Personnel	85.85	20.00%	17.17	
17	Management Plan/Approach	81.34	35.00%	28.47	
18	Cost Proposal	99.40	30.00%	29.82	
19	Total		100.00%	88.26	3

C. Price Analysis

Since Woods Maintenance Services, Inc. (Woods) was the highest ranked proposer in all 3 Regions, Metro negotiated one contract price. As a result of negotiations, the firm agreed to a \$401,040 reduction, or a 3% decrease, to its BAFO for a five-year not-to-exceed (NTE) price of \$15,063,840.

REGION #1

The recommended price has been determined to be fair and reasonable based on adequate price competition including an independent cost estimate (ICE), price analysis, technical analysis, and fact-finding. The recommended price is lower than Metro’s ICE.

	Proposer Name	Proposal Amount	Metro ICE	NTE amount
1.	Woods Maintenance	\$3,727,260	\$4,255,200	\$3,629,880
2.	Parkwood Landscape Maintenance, Inc.	\$3,499,440		
3.	Urban Graffiti Enterprises, Inc.	\$3,519,360		

REGION #2

The recommended price has been determined to be fair and reasonable based on adequate price competition including an ICE, price analysis, technical analysis, and fact-finding. The recommended price is lower than Metro’s ICE.

	Proposer Name	Proposal Amount	Metro ICE	NTE amount
1.	Woods Maintenance Services, Inc.	\$5,086,080	\$5,799,000	\$4,955,050
2.	Parkwood Landscape Maintenance, Inc.	\$4,789,680		
3.	Urban Graffiti Enterprises, Inc.	\$4,817,280		

REGION #3

The recommended price has been determined to be fair and reasonable based on adequate price competition including an ICE, price analysis, technical analysis, and fact-finding. The recommended price is lower than Metro’s ICE.

	Proposer Name	Proposal Amount	Metro ICE	NTE amount
1.	Woods Maintenance Services, Inc.	\$6,651,540	\$7,589,400	\$6,478,920
2.	Parkwood Landscape Maintenance, Inc.	\$6,254,160		
3.	Urban Graffiti Enterprises, Inc.	\$6,289,920		

D. Background on Recommended Contractor

Woods Maintenance Services, Inc.

Woods has over 40 years of experience in the industry and is currently performing these services for Metro in a satisfactory manner. The firm employs over 140 technicians and has dedicated FTEs to each region proposed. Woods maintains all necessary licensing and permits to perform the services.