

**PROCUREMENT SUMMARY
TRASH AND OVERGROWN VEGETATION REMOVAL SERVICES /
OP1788340008370**

1.	Contract Number: OP1788340008370	
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: March 18, 2020	
	B. Advertised/Publicized: March 16, 2020	
	C. Pre-proposal/Pre-Bid Conference: September 17, 2020	
	D. Proposals/Bids Due: October 20, 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: 37	Proposals Received: Region 1: 3 proposals Region 2: 2 proposals Region 3: 2 proposals
6.	Contract Administrator: Rommel Hilario	Telephone Number: (213) 922-4654
7.	Project Manager: Shaunt Avanesian	Telephone Number: (213) 922-5931

A. Procurement Background

This Board Action is to approve the award of firm fixed unit rate Contract No. OP1788340008370 to Woods Maintenance Services, Inc. (Woods) for Regions 1, 2, and 3, to provide trash removal services, bulky item pick-up and overgrown vegetation control through mechanical weed abatement throughout Metro facilities, Inactive Rights of Way (IROWs), Metro Park & Ride Lots, Caltrans Park & Ride Lots effective July 1, 2021. Board approval of contract awards are subject to resolution of any properly submitted protest.

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 trash and vegetation removal 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 March 18, 2020, Request for Proposal (RFP) No. OP68537 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.

Eight amendments were issued during the solicitation phase of the RFP:

- Amendment No. 1, issued on March 25, 2020, provided pre-proposal conference information and a conference call in number;
- Amendment No. 2 issued on April 13, 2020, provided pre-proposal conference material including prevailing wage information;
- Amendment No. 3 issued on May 8, 2020, extended the proposal due date;
- Amendment No. 4 issued on May 15, 2020 extended the proposal due date to allow for delays due to COVID-19.
- Amendment No. 5 issued on September 10, 2020, scheduled new proposal due date, new pre-proposal conference date, and provided new proposal attachments and exhibits;
- Amendment No. 6 issued on September 22, 2020, extended the proposal due date; provided pre-proposal materials, including labor compliance handouts;
- Amendment No. 7 issued on October 7, 2020, provided a revised scope of services;
- Amendment No. 8 issued on October 12, 2020, extended the proposal due date and revised the evaluation criteria.

A virtual pre-proposal conference was held on September 17, 2020. There were nine questions received and responses were provided prior to the proposal due date. On October 20, 2020, seven 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. Woods Maintenance Services, Inc.

REGION 3

1. Parkwood Landscape Maintenance, Inc

2. Woods Maintenance

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 the management plan/approach.

The PET determined that of the seven proposals received, one proposal was not ranked in the competitive range. The six proposals that fell within the competitive range were submitted by the following two firms:

1. Parkwood Landscape Maintenance, Inc.
2. 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. They currently have 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 local employees (FTEs). Parkwood possesses and maintains all the licensing and permits that are necessary to perform their services.

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	94.66	15.00%	14.20	
4	Qualifications and Experience of Key Personnel	94.15	20.00%	18.83	
5	Management Plan/Approach	94.65	35.00%	33.13	
6	Cost Proposal	95.23	30.00%	28.57	
7	Total		100.00%	94.73	1
8	Parkwood Landscape Maintenance, Inc.				
9	Qualifications of the Firm/Team	88.00	15.00%	13.20	
10	Qualifications and Experience of Key Personnel	91.65	20.00%	18.33	
11	Management Plan/Approach	90.65	35.00%	31.73	
12	Cost Proposal	100.00	30.00%	30.00	
13	Total		100.00%	93.26	2

REGION 2

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Wood Maintenance Services, Inc.				

3	Qualifications of the Firm/Team	94.66	15.00%	14.20	
4	Qualifications and Experience of Key Personnel	94.15	20.00%	18.83	
5	Management Plan/Approach	94.65	35.00%	33.13	
6	Cost Proposal	99.36	30.00%	29.81	
7	Total		100.00%	95.97	1
8	Parkwood Landscape Maintenance, Inc.				
9	Qualifications of the Firm/Team	88.00	15.00%	13.20	
10	Qualifications and Experience of Key Personnel	91.65	20.00%	18.33	
11	Management Plan/Approach	90.65	35.00%	31.73	
12	Cost Proposal	100.00	30.00%	30.00	
13	Total		100.00%	93.26	2

REGION 3

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Wood Maintenance Services, Inc.				
3	Qualifications of the Firm/Team	94.66	15.00%	14.20	
4	Qualifications and Experience of Key Personnel	94.15	20.00%	18.83	
5	Management Plan/Approach	94.65	35.00%	33.13	
6	Cost Proposal	99.36	30.00%	29.81	
7	Total		100.00%	95.97	1
8	Parkwood Landscape Maintenance, Inc.				
9	Qualifications of the Firm/Team	88.00	15.00%	13.20	
10	Qualifications and Experience of Key Personnel	90.85	20.00%	18.17	
11	Management Plan/Approach	90.65	35.00%	31.73	

12	Cost Proposal	100.00	30.00%	30.00	
13	Total		100.00%	93.10	2

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 \$1,339,896 reduction, or a 3% decrease, to its BAFO for a five-year not-to-exceed (NTE) price of \$43,523,520.

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 Services, Inc.	\$3,796,176	\$3,999,474.72	\$3,543,120
2.	Parkwood Landscape Maintenance, Inc.	\$3,615,960		

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.	\$17,909,760	\$19,713,364.40	\$17,436,000
2.	Parkwood Landscape Maintenance, Inc.	\$17,799,360		

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.	\$23,157,480	\$25,494,656.40	\$22,544,400
2.	Parkwood Landscape Maintenance, Inc.	\$23,015,580		

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.