

PROCUREMENT SUMMARY
LANDSCAPE & IRRIGATION MAINTENANCE SERVICES / OP1788350008370 and
OP1788360008370

1.	Contract Number: A: OP1788360008370 B: OP1788350008370	
2.	Recommended Vendor: A: Parkwood Landscape Maintenance, Inc. B: 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: April 3, 2020	
	B. Advertised/Publicized: April 10, 2020	
	C. Pre-proposal/Pre-Bid Conference: September 22, 2020	
	D. Proposals/Bids Due: October 23, 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: 42	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: Todd Garner	Telephone Number: (213) 922-6762

A. Procurement Background

This Board action is to approve the award of firm fixed unit rate Contract No. OP1788360008370 to Parkwood Landscape Maintenance, Inc. (Parkwood) for Region 1, and Contract No. OP1788350008370 to Woods Maintenance Services, Inc. (Woods) for Regions 2 and 3, to provide landscape and irrigation maintenance services at Metro transit facilities, Metro Park & Ride Lots, Caltrans Park & Ride Lots and specific bus and rail facilities 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 landscape 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 April 3, 2020, Request for Proposals (RFP) No. OP68226 was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The proposed contract types are 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.

Ten (10) amendments were issued during the solicitation phase of the RFP:

- Amendment No. 1, issued on April 22, 2020, provided pre-proposal conference materials including prevailing wage information;
- Amendment No. 2 issued on May 1, 2020, extended the proposal due date;
- Amendment No. 3 issued on May 8, 2020, extended the proposal due date to allow for delays due to COVID-19;
- Amendment No. 4 issued on May 15, 2020, provided a new pre-proposal conference date;
- Amendment No. 5 issued on September 17, 2020, scheduled a new proposal due date, a new pre-proposal conference date, and new RFP attachments and exhibits;
- Amendment No. 6 issued on September 28, 2020, provided pre-proposal conference materials including a revised scope of services;
- Amendment No. 7 issued on September 30, 2020, provided new labor compliance hand-outs;
- Amendment No. 8 issued on October 7, 2020, extended the proposal due date and provided new Evaluation Criteria;
- Amendment No. 9 issued on October 8, 2020, provided a revised scope of services and service maps; and
- Amendment No. 10 issued on October 13, 2020, extended the proposal due date.

A virtual pre-proposal conference was held on September 22, 2020. There were 15 questions received and responses were provided prior to the proposal due date. On October 23, 2020, nine proposals were received and deemed responsive from the three firms listed below, by region, in alphabetical order:

REGION 1

1. Far East Landscape and Maintenance, Inc.
2. Parkwood Landscape Maintenance, Inc.
3. Woods Maintenance Services, Inc.

REGION 2

1. Far East Landscape and Maintenance, Inc.
2. Parkwood Landscape Maintenance, Inc.

3. Woods Maintenance Services, Inc.

REGION 3

1. Far East Landscape and Maintenance, Inc.
2. Parkwood Landscape Maintenance, 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 Environmental Compliance and Sustainability 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.

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 the nine proposals received from the three firms listed below fell within the competitive range:

1. Far East Landscape and Maintenance, Inc.
2. Parkwood Landscape Maintenance, Inc.
3. Woods Maintenance Services, Inc.

Qualifications Summary of Firms Within the Competitive Range:

Far East Landscape and Maintenance, Inc.

Far East Landscape and Maintenance, Inc. (Far East) has provided professional landscape services for over 33 years. The firm serves many

County sites including El Monte Court Civic Center, Compton Civic Center, Van Nuys Civic Center, South Central Medians, Martin Luther King/Drew Medication Center and Los Angeles Beach & Harbor areas. The firm is a Metro certified Small Business Enterprise and maintains all necessary licensing and permits to perform the services.

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 (FTEs). Parkwood possesses and maintains all the licensing and permits that are necessary to perform 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	Parkwood Landscape Services, Inc.				
3	Qualifications of the Firm/Team	93.00	15.00%	13.95	
4	Qualifications and Experience of Key Personnel	91.40	20.00%	18.28	
5	Management Plan/Approach	91.65	35.00%	32.08	
6	Cost Proposal	98.60	30.00%	29.58	

7	Total		100.00%	93.89	1
8	Wood Maintenance Services, Inc.				
9	Qualifications of the Firm/Team	93.00	15.00%	13.95	
10	Qualifications and Experience of Key Personnel	93.35	20.00%	18.67	
11	Management Plan/Approach	91.65	35.00%	32.08	
12	Cost Proposal	86.63	30.00%	25.99	
13	Total		100.00%	90.69	2
14	Far East Landscape and Maintenance, Inc.				
15	Qualifications of the Firm/Team	78.30	15.00%	11.75	
16	Qualifications and Experience of Key Personnel	78.35	20.00%	15.67	
17	Management Plan/Approach	76.65	35.00%	26.83	
18	Cost Proposal	100.00	30.00%	30.00	
19	Total		100.00%	84.25	3

REGION 2

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Wood Maintenance Services, Inc.				
3	Qualifications of the Firm/Team	93.00	15.00%	13.95	
4	Qualifications and Experience of Key Personnel	93.35	20.00%	18.67	
5	Management Plan/Approach	91.65	35.00%	32.08	
6	Cost Proposal	99.20	30.00%	29.76	
7	Total		100.00%	94.46	1
8	Parkwood Landscape Maintenance, Inc.				

9	Qualifications of the Firm/Team	93.00	15.00%	13.95	
10	Qualifications and Experience of Key Personnel	91.40	20.00%	18.28	
11	Management Plan/Approach	91.65	35.00%	32.08	
12	Cost Proposal	76.73	30.00%	23.02	
13	Total		100.00%	87.33	2
14	Far East Landscape and Maintenance, Inc.				
15	Qualifications of the Firm/Team	78.33	15.00%	11.75	
16	Qualifications and Experience of Key Personnel	78.35	20.00%	15.67	
17	Management Plan/Approach	76.65	35.00%	26.83	
18	Cost Proposal	100.00	30.00%	30.00	
19	Total		100.00%	84.25	3

REGION 3

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Wood Maintenance Services, Inc.				
3	Qualifications of the Firm/Team	93.00	15.00%	13.95	
4	Qualifications and Experience of Key Personnel	93.35	20.00%	18.67	
5	Management Plan/Approach	91.65	35.00%	32.08	
6	Cost Proposal	94.83	30.00%	28.45	
7	Total		100.00%	93.15	1
8	Parkwood Landscape Maintenance, Inc.				
9	Qualifications of the Firm/Team	93.00	15.00%	13.95	
10	Qualifications and Experience of Key Personnel	91.40	20.00%	18.28	

11	Management Plan/Approach	91.65	35.00%	32.08	
12	Cost Proposal	69.26	30.00%	20.78	
13	Total		100.00%	85.09	2
14	Far East Landscape and Maintenance, Inc.				
15	Qualifications of the Firm/Team	78.33	15.00%	11.75	
16	Qualifications and Experience of Key Personnel	78.35	20.00%	15.67	
17	Management Plan/Approach	76.65	35.00%	26.83	
18	Cost Proposal	100.00	30.00%	30.00	
19	Total		100.00%	84.25	3

C. Price Analysis

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.	Parkwood Landscape Maintenance, Inc.	\$13,682,939	\$15,376,335.76	\$13,682,939
2.	Woods Maintenance Services, Inc.	\$15,576,300		
3.	Far East Landscape and Maintenance, Inc.	\$13,492,300		

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.	\$12,172,900	\$13,569,332.12	\$12,172,900

2.	Parkwood Landscape Maintenance, Inc.	\$15,734,763		
3.	Far East Landscape and Maintenance, Inc.	\$12,074,992		

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.	\$10,996,000	\$14,158,513.88	\$10,996,000
2.	Parkwood Landscape Maintenance, Inc.	\$15,051,039		
3.	Far East Landscape and Maintenance, Inc.	\$10,428,064		

D. Background on Recommended Contractors

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 possesses and maintains all necessary 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. Woods began to provide landscape and irrigation maintenance services in early 1990 and became a prime contractor in these services. 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.