



Legislation Text

File #: 19-1262, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of RFP 19-258, Landscape Design and Planting, to Christy Webber and Company for an amount not to exceed \$348,510 and for a two-year term

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Department of Public Works is responsible for the design, landscape bed preparation, and planting of annual flowers for the Central Business District (CBD), Naperville Metra Train Station and Municipal Center. There are 56 planting beds, (33) 32" round planter and 15 other planters in the CBD. There are 24 hanging baskets on the Washington street underpass. In addition, there are 5 large round planter and 2 rectangle planters at the Naperville Metra Train Station and 4 planting locations at the Municipal Center.

In October 2019, the Department of Public Works issued RFP 19-258 for the design, landscape bed preparation, and planting of spring, summer and winter landscaping displays in the CBD, Naperville Metra Train Station and Municipal Center. Vendors were asked to incorporate a wide variety of flower types, sizes, and colors in their design. The goal of the design was to provide for an immediate visual impact upon planting. The vendor providing the plant design and landscape planting services for the City will furnish the necessary supervision, labor, equipment and materials needed. The maintenance of the flowers after they are planted will continue to be done by in-house crews.

DISCUSSION:

Advertisement Date:	10/14/19	Notices Sent:	201
Opening Date:	11/04/19	Planholders:	11
		Proposals Received:	3

Proposals were received from the following vendors:

Christy Webber and Company
Clarence Davids and Company
Landscape Concepts Management, Inc.

A selection team comprised of staff from the Department of Public Works and Finance Department evaluated the proposals, which were scored based upon the criteria set forth in the RFP:

1. Capability, Capacity and Qualifications of the Firm (40%)
2. Suitability and Quality of the Approach (45%)
3. Outcomes to be Achieved (15%)

After review and scoring of the proposals, the selection committee invited the top two vendors, Christy Webber and Company and Clarence Davids and Company, to attend interviews. Following the completion of the interviews, the selection committee rescored the vendors. The vendor with the highest qualification score, Christy Webber Inc., is recommended for award. The table below provides a summary of the final qualification scores:

Vendor	Qualification Score
Christy Webber and Company	93.9
Clarence Davids and Company	89.4

The award amount includes funding for design, bed preparation and planting for the CBD, Naperville Metra Train Station and the Municipal Center. This includes tulip bulbs, summer displays, and winter displays. Also included in the award amount are funds to replace the planters at the Washington Street underpass. The existing planters are more than ten years old and are failing. In addition, funding is included in the second year of the contract to add new planting beds and planters as part of the reconstruction of Main Street and Jefferson Avenue in 2020.

The term of the contract is two years from date of award to December 31, 2021 with four two-year options to extend.

FISCAL IMPACT:

CIP#: N/A

Landscape design and planting is expensed to the operational service accounts listed below. A total of \$145,500 has been budgeted for landscape design and planting in 2020. The first-year cost of the contract is \$181,688 due to the cost of the replacement planters and material for the Washington Street underpass. The additional \$36,188 needed in 2020 will come from anticipated savings in other programs. The second-year cost of the contract is \$166,822.

Account Number	Fund Description	Total Budget Amount
31101100-531308	General Fund	\$363,030
31104300-531308	SSA #26 Fund	\$113,230
31101200-531308	Commuter Parking Fund	\$19,200