



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **BRC-1**

December 1, 2020

INVITATION FOR BIDS – ADDENDUM 1 LANDSCAPE MAINTENANCE SERVICES - SOUTH AREA (BRC0000204)

Please note that the deadline for bid submission via BidExpress has been extended to **Monday, December 7, 2020, by 5:30 p.m.** Submission of bids will only be accepted electronically using BidExpress. Submission of hard copy bids will not be accepted.

Important Notice: Bidder's Staffing Plan and Cost Methodology, Forms LW-8.1 - LW-8.4, of the Invitation for Bids (IFB) have been deleted in their entirety and an updated Bidder's Staffing Plan and Cost Methodology, Forms LW-8.1A - LW-8.4A, have been attached as Enclosure A.

Please thoroughly review these updated Bidder's Staffing Plan and Cost Methodology when preparing your bid. Bids submitted not using the new Bidder's Staffing Plan and Cost Methodology may be rejected as nonresponsive.

All addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Invitation for Bids (IFB). (Note that the changes that have been added are in **boldface** and the deleted language are ~~strikethrough~~.) Section A is the Addendum and Section B is the Questions and Answers.

A. Addendum

1. The Notice Invitations for Bids for Landscape Maintenance Services - South Area (BRC0000204), Section A.4, has been revised to include the following:

Bidder's submitted Form LW-8, Bidder's Staffing Plan and Cost Methodology, assigns a minimum of ~~six~~ **eight** fulltime equivalent crew members to this contract, not including supervisors.

2. Exhibit A, Scope of Work, Section E, has been revised to include the following:

Mandatory Minimum Number of Crew: The Contractor shall assign a minimum of ~~six (6)~~ **eight (8)** laborers to maintain the services at the locations indicated in this Exhibit, not including supervisors.

B. Questions and Answers

The questions presented in the clarification section of this addendum represent the questions asked by the bidders in the form and context as submitted.

1. **Question:** The contract called for a six-man crew, five years ago when the project went out for bid. At that time the current contractor could use round-up to control the weed population on 149 .19 acres. The current contract prevents the contractor from using round-up or a similar product for the control of the weeds on over 149 acres of slopes. Based on not being able to use a herbicide to control the weeds in our opinion would require an additional 4 men to maintain the slopes manually throughout the year.

Can the county increase the six (6) person crew to a ten (10) person crew because of the inability to use a herbicide to control the weeds?

Response: Please refer to Section A of this Addendum for clarification provided in response to the question above. Stormwater Maintenance Division has made a business decision to increase the minimum number of crew. The Contractor shall assign a minimum of eight (8) laborers to maintain the services at the locations indicated in the Scope of Work, not including supervisors. Please be reminded, the specified eight laborers is only the minimum number of crew. However, Bidders shall assign as many staff as needed (above and beyond the minimum of eight laborers) on the Bidder's Staffing Plan and Cost Methodology, Forms LW-8.1A - LW-8.4A, and bid accordingly, to perform the required services. Upon award of the Contract, in any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums and deduct them from any regularly scheduled payment to the Contractor.

2. **Question:** Is the \$900,000 contract max for one contract year or combined maximum amount for the total of 4 years?

Response: No. Each annual and individual contract term amount must not exceed \$900,000. Meaning, the total proposed price for the initial contract

term or the total proposed prices for any of the subsequent three potential renewal terms listed on Schedule of Prices, Forms PW-2.1 – PW-2.5, cannot exceed \$900,000.

3. **Question:** On page 2 of 9, items 4 & 5 the contract (The initial Term) is calling for a lump sum bid for Clearing and Grubbing, stump removal 6" to 12" diameter, stump removal 25" diameter or larger, utility potholes, irrigation system installation, 90-day landscape plant establishment, landscape grading, agronomic soil report, tree trimming - 25" inch diameter or larger, 6" x 8" concrete header, irrigation repair work allowance.

The contract proposal does not have any blue prints and/or layout of both areas that would enable a contractor to submit a lump sum bid on these items. According to the proposal the **(Cost shall be based on provided plans and field review)**.

Can the county provide us with the landscape plans for both the Coyote Creek - Lilly Park Landscape area, and for the Coyote Creek - Claretta Pump Station Landscape areas prior to bid submittal?

Without having any landscape plans it would be impossible for a contractor to submit a bid on both areas of Coyote Creek.

Response: The Lilly Park Design Plans and Claretta Pump Station Design Plans are provided in the Invitation for Bids (IFB). Please refer to Exhibit L and Exhibit M of the IFB.

4. **Question:** Who is the current contractor and what is the current contract price?

Response: The current Contractor is United Pacific Services, Inc., and the current annual contract amount is \$764,675.

5. **Question:** Has there been any additions or deletions of work from the previous contract that contractors should note?

Response: Yes, there have been changes to the new solicitation. However, it is the Bidder's responsibility to inspect the service areas during the walk-through opportunity and read the entire IFB, including the Scope of Work, prior to bid submittal.

6. **Question:** Is mulch provided by the County? If so, is the labor to be quoted? If the mulch is not provided, Is the contractor to provide a quote with mulch and labor included?

Response: Please refer to the Schedule of Prices, Forms PW-2.1 – PW-2.4. If fertilizer or mulch is needed during the regular maintenance of the sites, it is the responsibility of the Contractor to provide them; however, if fertilizer or mulch is required during the on-call work, Public Works will pay for them. Public Works will reimburse the Contractor for the price of fertilizer or mulch, upon request and verification of the paid fees, no mark-up will be allowed. Public Works will not pay for labor and transportation of fertilizer and mulch to the sites. Bidder's written estimate shall include cost of any mulch required as part of providing services under Item E.11, On-Call Service Items, in the Scope of Work. The cost to replace mulch as part of routine maintenance work shall be included in the rates under Item 1 in the Schedule of Prices, Forms PW-2.1 – PW-2.4.

7. **Question:** What irrigation components are the Contractors responsibility? What irrigation components can be compensated by the County? If irrigation materials that are the contractor's responsibility are damaged due to vandalism and not "normal wear" will this be County responsibility?

Response: Please refer to Section E.9.b in the Scope of Work for the irrigation components and compensation in accordance with the process outlined under the abovementioned section in the Scope of Work. Contractor shall be responsible for the inspection and maintenance of the entire irrigation system and for specific repairs/replacements. The Contractor shall be responsible for the replacement of irrigation materials, as identified under this Addendum and the Scope of Work, regardless of the cause.

8. **Question:** Can the County provide a tree count for all the sites that require tree trimming services?

Response: The Bidder is responsible for inspecting the service areas during the walk-through opportunity and determine the tree count prior to bid submittal.

9. **Question:** Are non-glyphosate pre-emergent and post-emergent herbicides allowed to be used on this contract?

Response: No, no form of any herbicides is allowed to be used in this contract. Please bid accordingly. Please be reminded, the use of glyphosate-based products was banned per the Board of Supervisor's Motions, dated on

March 19, 2019, April 16, 2019, and May 21, 2019. Also, Section E.5 of Exhibit A.1, Scope of Work, specifies that the Contractor shall not use any herbicides for weed control under this contract.

10. **Question:** The scope of work states that the trash containers at the bicycle rest stops, shall be emptied once a week by the contractor. Are the replacement trash container liners to be provided by the County?

Response: No, the Bidder shall include all costs associated, including trash container replacement liners, with maintaining the trash containers in the rates under Item 1 of Forms PW-2.1 – PW-2.4, Schedule of Prices.

11. **Question:** Can the County provide a trash container count where it is required in the scope of work to provide emptying of trash containers?

Response: The Bidder is responsible for inspecting the service areas during the walk-through opportunity and determine the trash container locations and counts.

12. **Question:** Is the county satisfied with the current landscape condition?

Response: The current Contractor is in good standing; however, the condition of existing landscaped areas cannot be used as the ideal result and all contract requirements will be enforced regardless of the current situation.

13. **Question:** Can we bid less than the minimum 6 manpower + supervisor?

- a. Will bidder be considered not responsive if we bid less than the minimum?

Response: Please refer to Section A and Section B, question number 1, of this Addendum for clarification provided in response to the question above. In addition, bids submitted not using the new Bidder's Staffing Plan and Cost Methodology and identifying less than the minimum number of laborers required may be rejected as nonresponsive.

14. **Question:** Do we have to maintain anything beyond the trail into the river?

Response: No work will be allowed along the riverbanks and inside the river.

15. **Question:** Do we have to maintain plant materials that encroach from another property?

- a. For example, the vines along Rio Hondo Golf Club, do we have to maintain those or is that by other?

Response: Yes, any vegetation growth from adjacent property into the Flood Control property (i.e., through chain link fence) must be trimmed back.

16. **Question:** Can we drive truck on the trail?

- a. Utility vehicle (Gator)?
- b. Truck?

Response: Yes, the Flood Control concrete access roads have been designed for American Association of State Highway Transportation Officials published bridge design criteria, commonly known as H-20 or HS-20. It consists of truck axle loading of 32,000 lbs., or wheel loading of 16,000 lbs.

17. **Question:** To confirm the scope of work, Any tree trimming is only limited to safety clearance correct? Full pruning is not to be included in the base bid correct?

Response: The tree trimming must be performed as described in the Scope of Work, Exhibit A.1, Section E.2. The tree trimming as part of the routine work is to address safety clearance and health of the tree and does not include full pruning. Please refer to Section E.11.f of the Scope of Work for any major tree trimming, and pruning.

If you have any questions concerning the above information, please contact Ms. Ani Karapetyan at (626) 458-4050 or Ms. Anna Leung at (626) 458-4072, Monday through Thursday, 7 a.m. to 5 p.m.

December 1, 2020
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Very truly yours,

MARK PESTRELLA
Director of Public Works



for: JOSE QUEVEDO
Assistant Deputy Director
Business Relations and Contracts Division

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Enc.

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE MAINTENANCE SERVICES - SOUTH AREA (BRC0000204)

BIDDER: _____

[illegible]

* All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use part-time employees has been granted by the County.

* Living Wage Rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates that are not in compliance may subject your bid to rejection. Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; and estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

Name of Bidder

Signature

1 of 4

Date _____

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: LANDSCAPE MAINTENANCE SERVICES - SOUTH AREA (BRC0000204)

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[illegible]

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