



## PARKS AND RECREATION DEPARTMENT

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### CITY COUNCIL STAFF REPORT

Meeting: October 18, 2022

#### Subject

Award and authorize the City Manager to execute a maintenance services contract with Professional Turf Management for the Blackberry Farm Golf Course

#### Recommended Action

Award a contract to provide specified maintenance services at the Blackberry Farm Golf Course; and authorize the City Manager to execute a three-year maintenance services contract with Professional Turf Management in an amount not-to-exceed \$672,968.

#### Background

The maintenance of the Blackberry Farm Golf Course has been contracted since March 2002.<sup>1</sup> In these past 20 years, the City has undertaken four rounds of competitive processes. During each competitive process, the contract award was made to the lowest responsive bidder.

#### *The First Contract*

In 2001, the City underwent a competitive process to select a contractor to provide maintenance services. The City received five bids a three-year contract was awarded to Spot Water Management on March 18, 2002.

#### *The Second Contract*

In anticipation of the end of the three-year 2002 contract, the City undertook another competitive process for a golf course maintenance contractor. The City received a sole bid from Professional Turf Management and a four-year contract was awarded to Professional Turf Management on May 3, 2005.

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<sup>1</sup> The historical background of maintenance services at Blackberry Farm was provided to Council on June 21, 2022. (Attachment A).

### *The Third Contract*

In anticipation of the end of the four-year contract, the City undertook another competitive process for golf course maintenance services. The City received two bids and a five-year contract was awarded to Professional Turf Management on March 16, 2010.

### *The Fourth Contract*

In November 2015, the City underwent another competitive process to select a contractor to provide maintenance services. The City received a sole bid from Professional Turf Management. The current contract was awarded on December 1, 2015 to Professional Turf Management and will expire on December 31, 2022.

### Discussion

Staff took the final amendment in the fourth contract to City Council on May 19, 2022 while initiating another competitive bid process to select a contractor. Staff was aware from previous bid processes that the response rate would be low, but for transparency purposes underwent the Request for Proposal (RFP) process.

The City issued a Request for Proposals (Attachment B) on August 5, 2022 to facilitate the selection of a qualified Contractor to provide specified maintenance services at the Blackberry Farm Golf Course. The RFP sought proposals for a three-year contract commencing on January 1, 2023 with the option to extend the term of the contract on a year-to-year basis not exceeding two years from the expiration date of the original term, for a possible total of five years.

The RFP process was conducted in a manner consistent with applicable criteria of the municipal and public contracts codes. Notification was sent out to local plan rooms and builders exchanges, and the RFP was posted on the City's website. The project was also advertised in the San Jose Mercury News with regional circulation. An optional pre-bid walk-through was held on August 16, 2022.

On September 2, 2022 the City received two submitted proposals from GolfLinks Consulting and Professional Turf Management. Staff reviewed both proposals to determine whether it met the submittal requirement stated in the RFP and to determine the lowest responsive and responsible bidder. All submittals were required to include the following information:

- A. Cover Letter
- B. Work Plan and Approach
- C. Qualification and Experience
- D. Key Personnel
- E. Cost Proposal/Pricing Table
- F. References

In particular, the Cost Proposal/Pricing Table (item E) was important as it set forth by

line-item specific tasks with associated costs to allow the City maximum flexibility in the event any changes are necessary to the scope of services.

Although GolfLinks Consulting was qualified to perform the scope of services, City staff found GolfLinks' proposal non-responsive as it was not in compliance with the requirements stated in the RFP. Specifically, GolfLinks' proposal did not include the cost proposal/pricing table which was required to be submitted in the RFP. Instead, GolfLinks' proposal provided only a summary of annual costs. This defect is material and thus cannot be waived.

On the contrary, Professional Turf Management's proposal was deemed to be responsive and the firm has been determined to be the lowest responsive and responsible bidder.

The following is a summary of the proposals for three years of maintenance at the Blackberry Farm Golf Course.

<b>Bidder</b>	<b>3 Year Bid Amount</b>	<b>Annual Estimate</b>
Professional Turf Management	\$672,968.00	\$224,322.67
GolfLinks Consulting (Non-responsive)	\$939,362.00	\$313,120.67

The current cost to maintain the golf course with Professional Turf Management is approximately \$205,200 per year. In this current bid, Professional Turf Management proposed a cost of \$672,968 for a three-year contract, which corresponds to approximately \$224,323 per year or about 9.3% higher than the previous contract. Staff believes the associated higher costs can be justified due to an increase in material and labor cost to perform the maintenance and replacement of the aging golf course infrastructure.

Professional Turf Management has the experience and knowledge to provide the needed maintenance services at the golf course, in a manner that will be safe and successful. Professional Turf Management has maintained the Blackberry Farm Golf Course for over 15 years and are knowledgeable about the maintenance requirements at the site. Professional Turf Management has proven their responsiveness to the City's requests and compliance with City requirements.

The maintenance services agreement of Blackberry Farm Golf Course has no impact on the Blackberry Farm Golf Course feasibility study and the future use of the Golf Course. When the future use of the golf course has been determined, Section 16 of the Maintenance Services Agreement addresses termination of the contract if necessary.

Staff recommends the City Council authorizing the City Manager to award and execute the contract to Professional Turf Management and, further, authorizing the City Manager an option to execute annual extensions to the contract for two additional years for a total

of five years.

Sustainability Impact

No sustainability impact.

Fiscal Impact

Sufficient funds have been budgeted in FY 2022-23 annual budget (GL 560-63-616, pg. 375-376 of FY2022-23 Adopted Budget). \$225,000 was originally budgeted with \$102,600 encumbered until December 31, 2022. No additional funds are required at this time.

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Reviewed by: Rachelle Sander, Acting Director of Parks and Recreation

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Historical background of maintenance services at Blackberry Farm

B – Request for Proposal