



Office of the City Manager

CONSENT CALENDAR
February 25, 2024

To: Honorable Mayor and Members of the City Council
 From: Paul Buddenhagen, City Manager
 Submitted by: Terrance Davis, Director, Public Works
 Subject: Contract No. 32500098 Amendment: Pacific Site Management: Landscaping Services for Public Works Department

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or his designee to execute an amendment to Contract No. 32500098 with Pacific Site Management to increase the spending authority by \$150,000 for a new total not to exceed \$300,000 and extend the contract through June 30, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract amendment is primarily available in the FY 2025 budget in the Clean Storm and Zero Waste funds. Additional funding will be available for projects as they arise in other funds, including the Building Maintenance Fund, General Fund, Streetlight Assessment District Fund, Off Street Parking Fund, Measure BB Local Streets & Roads Fund, and Sanitary Sewer Fund.

CURRENT SITUATION AND ITS EFFECTS

The current contract, Contract No. 32500098, approved by Council through Resolution No. 70,804-N.S. on September 30, 2024, is managed by the Public Works Department (PW) to address onsite needs at City facilities. PW is amending the existing contract to add funds to cover ongoing services and future projects, such as the additional need to retrofit and provide maintenance to several green infrastructure locations.

The City relies in part on green infrastructure (GI) systems—comprised of stormwater management practices (SMPs) such as bioretention, bioswales, and permeable pavement—to reduce stormwater volume and pollutants delivered to local waterways. Because GI systems incorporate vegetation, they can change as plant communities grow and establish. An effective and rigorous maintenance program is crucial for the long-term sustainability and function of GI systems.

Typical maintenance tasks include removing competitive species, removing sediment, trash, and debris, and maintaining irrigation, and other GI components. Maintenance

tasks may also include a range of other activities including repairing small erosion problems, pruning trees, removing graffiti, and replanting or reseeding areas.

Currently, the City has a total of 43 GI installations. The attached list of sites shows the anticipated locations and maintenance frequency that Pacific Site Management will be contracted with to perform services if contract is approved. This includes sites that Public Works has maintenance oversight and management responsibility.

Traffic calming devices, such as traffic circles, often contain vegetation which, when overgrown, can obstruct sight lines and right-of-way access for motorized vehicles, cyclists, and pedestrians using crosswalks. Consistent maintenance, trimming, and removal of vegetation is required to keep sightlines visible for crossing traffic. Many of the City's traffic circle sites managed by PW are maintained by volunteers as a part of the Adopt-a-Spot program. The Adopt-a-Spot volunteers consistently do an outstanding job of maintaining vegetation on the traffic circles that are adopted. However, not all traffic circles are adopted, and all traffic circles are subject to maintenance by the City if not properly cared for and maintained.

Landscaping services in traffic circles and green infrastructure sites, provided by Pacific Site Management, address the Strategic Plan Priority of advancing our goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

BACKGROUND

PW does not have staff assigned to perform landscape maintenance. PW's request is to amend their existing contract with Pacific Site Management to cover additional work at traffic circles, green infrastructure, and additional department facilities.

In April 2023, under Specification No. 23-11564, the City released a Request for Proposals (RFP) and convened a panel of stakeholders that selected Pacific Site Management as the most responsive and responsible bidder for providing landscaping services at City facilities managed by HHCS. These same standards and landscaping services are immediately applicable to the services required to meet the City's traffic circle and green infrastructure maintenance needs. PW piggybacked off of this solicitation to execute the contract.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no anticipated negative environmental effects or climate impacts of this action. This contract amendment will help ensure proper maintenance of traffic circles and green infrastructure installations, which slow runoff by dispersing it to vegetated areas, which promote infiltration and evapotranspiration, and/or use bioretention to improve the water quality of stormwater runoff. In addition, any replacement plantings or new landscaping will be Bay-Friendly, drought-tolerant, and pollinator-supportive. Any vegetative debris generated from their services will be converted into usable compost.

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Landscaping Services for Public Works Department

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RATIONALE FOR RECOMMENDATION

Pacific Site Management is a landscaping company with demonstrated experience in providing landscaping services for many clients with multiple large facilities. Their RFP proposal included services that align with the needed maintenance services identified at various PW locations. Approving this amendment saves staff time and City funds by avoiding another RFP process for services identical to those outlined in Specification No. 23-11564

ALTERNATIVE ACTIONS CONSIDERED

There is no alternative action at this time. If the contract amendment is not authorized, there are no internal staff available to complete this type of work.

CONTACT PERSON

Joseph Griffin, Community Services Specialist, Public Works, 510-981-6358
Mary Skramstad, Environmental Compliance Specialist, Public Works, 510-981-6337
Joy Brown, Operations Manager, Public Works, 510-981-6629

Attachments:

1: Resolution

Exhibit A: List of Green Infrastructure Installations

RESOLUTION NO. 70,804-N.S.

CONTRACT AMENDMENT: PACIFIC SITE MANAGEMENT: LANDSCAPING
SERVICES FOR PUBLIC WORKS

WHEREAS, the City of Berkeley Department of Public Works, is committed to providing state-of-the-art, well-maintained infrastructure, amenities, and facilities; and

WHEREAS, the City Council approved Resolution No.64,507-N.S. on June 3, 2009, establishing a Bay-Friendly landscaping policy for City projects; and

WHEREAS, the City Council approved Resolution No.69,090-N.S. on September 10, 2019 adopting a Green Infrastructure Plan; and

WHEREAS, Pacific Site Management was selected as the most qualified vendor by the City's Request For a Proposal process to meet a Bay-Friendly, Green Infrastructure Plan in April 2023, under Specification No. 23-11564, which included bidding from multiple vendors, draft proposals, and pricing; and

WHEREAS, Pacific Site Management and the City executed Contract No. 32500098, which was approved by Council on September 30, 2024, through Resolution No. 70,804-N.S. for an amount not to exceed \$150,000; and

WHEREAS, with additional landscaping service needs throughout the City now evident for services outlined under Specification No. 23-11564, funds are available to meet these needs in Public Works budgets for FY25 through FY26, including the Zero Waste Fund 601 and Clean Storm Fund 616.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or his designee is authorized to execute a contract amendment, with Pacific Site Management to provide landscaping services for Public Works locations in an amount not to exceed \$300,000 through June 30, 2027. A record signature copy of said contract and any amendments will be on file in the City Clerk Department.

Exhibit:

A: Public Works Green Infrastructure Locations

Public Works Green Infrastructure Locations

As of January 2025

Public Works Sites (non-facilities)			
#	Site Location	Type	Maintenance Frequency
1	Spruce and Vine	Bioswale	<u>Quarterly</u> Special Events: April - Compost July - Mulch October – Replanting
2	Rose and Hopkins		
3	Channing R.R.		
4	Woolsey		
5	Derby and Grant	Bioretention	
6	Sixth and Codornices		
7	Milvia Street		
8	Grayson St (Bayer)		
9	Dwight R.R.		
10	Page St. R.R.		
11	San Pablo: McDonald's		
12	Downtown Berkeley Bart	and tree wells	
13	Hearst and Oxford	Bioretention	

