

MEMORADUM

To: CRA Board

From: Hema Kailasam

Date: 02/10/2022

RE: Property Management Services

INTRODUCTION

The CRA posted a Request for Proposals (RFP) to contract with a landscape maintenance firm that can provide the CRA with property maintenance services for CRA-owned open space sites in Kendall Square. The CRA has held an open, competitive bid process to procure the landscape maintenance vendor.

The CRA also seeks a dedicated snow clearing vendor for the CRA's Kendall Square open spaces and the property at 99 Bishop Allen Drive. Snow management contracts are exempt from 30B procurement laws. The CRA proposes to continue with the current vendor, Cambridge Snow LLC, for the next three years.

CONTRACT SCOPE

The CRA requires the services of a qualified Property Maintenance firm to furnish labor, equipment, tools, and skills required to perform landscape maintenance and snow clearing services on CRA-owned property and abutting rights-of-way while providing safe access to cyclists and pedestrians. As the needs of future additional properties evolve, further property maintenance services for these locations could also be added to the contract scope. Eight years ago, the landscape work and snow removal scope had been covered in one contract, but that contractor discontinued their snow removal business in Cambridge. Thus, the two services have been contracted separately in recent years.

RFP PROCESS

On November 22, 2021, CRA staff issued the Landscaping Maintenance Services RFP which requested firms to submit proposals for landscape services at properties in Kendall Square. The CRA determined that an RFP process was a preferable procurement method because there is substantial utility to evaluating qualifications and price when selecting firms for maintaining public open spaces.

The RFP was made available to interested firms through the Central Register, Massachusetts Association of Landscape Professionals, City of Cambridge Purchasing Department website, and to many of the City's Business Association groups. Staff reached out to known individual vendors, and site visits were conducted for interested vendors. The RFP deadline was extended to 02/03/22 from 1/25/2022 to allow time for additional outreach and to encourage more complete submissions.

The CRA received one proposal from a qualified landscape maintenance vendor, from our current vendor Brightview Landscaping Service LLC.

CRA Staff reviewed the proposal thoroughly utilizing the criteria in the RFP:

- Experience and Qualification of Personnel
- Experience of the Firm
- Provision of Required Elements
- Quality of References
- Quality of Previous Work

Given the CRA's experience with Brightview and their work on other properties in the area, the CRA staff feels there is an advantage to continue with this local firm with specific knowledge and experience with the CRA-owned open space site needs. Additionally, they were the only submission received, despite significant outreach efforts. Thus, it is the staff recommendation that the CRA enter into a new three (3) contract with BrightView Landscaping Services, LLC.

No public bidding process was used in seeking snow removal services. Snow plowing and snow removal services are one of the over 20 types of service contracts that are exempt from the State of Massachusetts universal procurement laws (Chapter 30B).

CRA staff recommend continuing with the current contractor for snow removal. Given the complexity of managing the newly renovated 99 Bishop Allen property, it was determined that there was significant value to consistency across the property management team at the site. The current vendor has a proven track record on the CRA's open space properties, and is a small, minority-owned firm, that had been selected by the CRA through an RFP process previously.

Staff recommend that the CRA enter into a new three-year contract with Cambridge Snow Management LLC under terms that cover the full winter season.

SCHEDULE

The property maintenance services and snow management contracts will be in place for a three (3) year term.

CRA BOARD MOTION

Motion: *Authorizing the Executive Director and Chair to enter into a three (3) year-landscaping maintenance services contract with Brightview Landscapes, LLC to service CRA-owned open spaces in Kendall Square.*

Motion: *Authorizing the Executive Director and Chair to enter into a three (3) - year contract with Cambridge Snow Management for snow removal and de-icing services of CRA-owned open spaces in the Kendall Square area and 99 Bishop Allen Drive.*