

## **MEMORADUM**

**To:** CRA Board

**From:** Carlos Peralta, Project Manager

**Date:** 10/17/2018

**RE:** Property Management Services

## **INTRODUCTION**

The CRA seeks to contract with two Property Maintenance firms who can provide the CRA with property maintenance services for CRA-owned open space sites in the Kendall Square Urban Renewal Area. The CRA anticipates that a variety of maintenance services will be needed at the sites during the next three (3) years and having a contracted Landscape Firm and dedicated Snow Management Firm will allow the CRA to respond to the maintenance needs quickly and efficiently. The CRA has held an open, competitive process and staff recommends entering into contracts with two teams in order to best serve the specific seasonal needs of the CRA-owned open spaces.

## **CONTRACT SCOPE**

The CRA is seeking qualified Property Maintenance firms to furnish all labor, equipment, tools, services, and skills required to perform landscape and snow clearing services on CRA-owned property utilizing best practices while providing safe access to cyclists and pedestrians. As the needs of future additional properties evolve, further property maintenance services for these properties could also be added to the contract scope, utilizing the rates proposed in each of the firm's proposals provided.

## **RFP PROCESS**

On 9/3/2018, CRA staff issued the Park Maintenance Services RFP, which requested firms to submit proposals for landscape services with snow clearing services included as an "Add-Alt". 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. Outreach to property maintenance firms in the surrounding area was also done with the goal of attracting locally based firms to submit a response. On 9/28/2018, the CRA received two (2) proposals from Landscape and Snow Management Firms.

CRA Staff reviewed the proposals 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

After consideration of the CRA property maintenance needs in relation with current and potential scope assignments, Brightview Landscapes Services, LLC and Cambridge Snow Management were invited for an interview. The interviews were conducted by staff members Jason Zogg and Carlos Peralta. During these discussions staff indicated the CRA's open space goals in accordance with the scope of work that is to be undertaken by the selected firms.

## SELECTION RECOMMENDATION

After reviewing the proposals including pricing submittals, the CRA staff feels there is an advantage to hiring local firms with specific knowledge about the CRA-owned open space site needs. Thus, it is the staff recommendation that the CRA enter into two different contracts with Brightview Landscapes Services, LLC and Cambridge Snow Management. Both of the recommended firms have worked for the CRA in the past.

## SCHEDULE

The property maintenance services contract will be in place for a three (3) year term, with a one (1) year extension option at the discretion of the Board.

## CRA BOARD MOTION

*Authorizing the Executive Director and Chair to enter into a 3-year property maintenance services contracts with Brightview Landscapes, LLC and Cambridge Snow Management for property maintenance services of CRA-owned open space sites in the Kendall Square Urban Renewal Area.*