



CITY COUNCIL STAFF REPORT

MEETING DATE: September 9, 2024

ITEM TITLE: Adopt a Resolution Authorizing the City Manager to Execute an Agreement for Products and/or Services with Northern Landscape Management, Inc. for the Burton Park Infield Renovation Project (C2416) in an Amount Not to Exceed \$150,000.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution authorizing the City Manager to execute an agreement for products and/or services with Northern Landscape Management, Inc. for the Burton Park Infield Renovation Project in an amount not to exceed \$150,000.

FISCAL IMPLICATIONS:

There is no fiscal impact and no additional appropriation is necessary for Fiscal Year (FY) 2024-25. This project is an approved Capital Improvement Project (C2416) in the amount of \$150,000.

BACKGROUND:

The City of San Carlos has a large demand for youth sports field space in the community. Over the years, the primary age group of field users on Flanagan and Madsen Fields at Burton Park has shifted. For example, Flanagan Field historically accommodated high school-aged baseball, requiring 90-foot base paths. However, the field's current primary use is for youth softball, which requires 60-foot base paths and a shorter distance from home plate to the backstop. Currently, Madsen Field has a grass infield to support baseball play, while Flanagan Field has a dirt infield to support softball play.

Reducing the infield at Flanagan Field to accommodate 60-foot base paths will require a change in Madsen Field, which has now become a more suitable field for 90-foot base paths due to the inclusion of a grass infield. Modifications to both infields at Burton Park will result in a more appropriately sized field and appropriate layout of infields for each of the groups that utilize the ball fields.

ANALYSIS:

A request for proposals (RFP) was released on July 10, 2024 to secure proposals for the project. Two vendors responded to the RFP with proposals by the deadline, and each vendor was ranked based on set criteria for the services requested.

Both proposals were reviewed by staff and evaluated to determine which vendor met all

requirements, as well as consideration of proposal pricing. Of the two proposals received, Northern Landscape Management, Inc. (Northern) met all the requirements for the services and proposed a lower cost. Northern has completed other park maintenance projects with the City and is also the current maintenance contractor for open space and medians in San Carlos. Therefore, staff recommends that Northern Landscape Management, Inc. be selected to complete the Burton Park infield renovations.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing the City Manager to execute an agreement for products and/or services with Northern Landscape Management, Inc. for the Burton Park Infield Renovation Project in an amount not to exceed \$150,000; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Amy Newby, Parks & Recreation Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. Northern Landscape Management, Inc. Proposal