

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM  
PURCHASING RECOMMENDATION

Council Meeting Date: 2/28/23

Department: Parks	BY: Matt Fletcher, CPO	Date: 2/22/23
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**SUBJECT:** Services  
**Description:**  
Approval of Award for RFP for Groundskeeping and Management at Will Merchant Softball Complex

<b>SYNOPSIS:</b>	Qty <u>1</u>	Total Est. Cost	<u>\$ 34,000.00</u>	Total Actual Cost	<u>\$ 47,000.00</u>
	Budgeted Yes	Est. City Share	<u>\$ 34,000.00</u>	Actual City Share	<u>\$ 47,000.00</u>
	Account # <u>10153-61200</u>		<u>\$ 34,000.00</u>		
	Account # _____		_____		
	Account # _____		_____		
	Account # _____		_____		
		<b>TOTAL</b>	<u>\$ 34,000.00</u>		

**BACKGROUND, JUSTIFICATION AND IMPACT:** (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The City of Carlsbad's contract for groundskeeping and management services for the Will Merchant Softball Complex is set to expire in March 2023.

The City requested proposals from qualified parties in order to select a contractor to continue this service beginning in April 2023.

The City received four proposals. The proposals were evaluated by a five member committee consisting of City staff with relevant experience and expertise in management and maintenance of athletic facilities. Jeffrey Ryan Honeycutt received the highest proposal score with an 87.32 out of a possible 100.

The City requests authorization to award the RFP to Jeffrey Ryan Honeycutt and requests authorization for the City Administrator and Mayor to enter into contract negotiations on behalf of the City and upon successful negotiation of agreement, authorize the Mayor and/or City Administrator to execute the agreement for those services.

<b>Requested action to be taken by Council:</b> Select one	<b>Council Action Taken:</b> Select one	<b>Date:</b>
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**Reviewed by City Administrator:**

**POST BID/RFP RECOMMENDATION** **Council Meeting Date:**

<b>Requested action to be taken by Council:</b> Award RFP Number <u>2023-01</u>	<b>Council Action Taken:</b> Select one	<b>Date:</b>
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**ADDITIONAL INFORMATION:**

**Reviewed by City Administrator:**

ATTACHMENT(S):  Specifications  Bid/RFP Summary  Other: \_\_\_\_\_

**RFP Title: Management and Maintenance of Will Merchant Softball Complex**

**RFP # 2023-01**

	Rank	3	2	4	1
	Points Possible	Kevin Harris	Dallas Granger	All Out Services	Jeffrey Ryan Honeycutt
<b>1. Experience and Qualifications</b>	<b>40</b>	28.00	30.00	23.00	37.00
	Points Possible				
<b>2. Promotion of Facility</b>	<b>15</b>	6.80	10.80	5.80	14.00
	Points Possible				
<b>3. Tournaments</b>	<b>15</b>	8.00	9.80	4.00	15.00
	Points Possible				
<b>4. Operation</b>	<b>20</b>	10.00	12.00	6.00	16.00
	Points Possible				
<b>5. Cost Proposal</b>	<b>10</b>	<b>8.93</b>	<b>10.00</b>	<b>5.04</b>	<b>5.32</b>
<b>6. Fee Proposal (excluding tax)</b>		\$ 28,000.00	\$ 25,000.00	\$ 49,600.00	\$ 47,000.00
<b>NM Resident Business Certification Preference</b>	<b>5</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Total Points</b>	<b>100</b>	<b>61.73</b>	<b>72.60</b>	<b>43.84</b>	<b>87.32</b>

CPO Certification

M. Fletcher