



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**January 16, 2024**

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**TOPIC:** Infield Maintenance Services for City Parks and Facilities

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**AGENDA TITLE**

Approve an Agreement with Professional Sports Field Maintenance, Inc. for Infield Maintenance Services at City Parks and Facilities in an Amount Not-to-Exceed \$2,759,035 (RFP No.23-152) (General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute an agreement with Professional Sports Fields Maintenance, Inc., for infield maintenance services in an annual amount not-to-exceed \$459,839, plus an annual contingency of \$91,968, for a total amount not-to-exceed \$2,759,035, for a three-year term beginning on February 1, 2024 and expiring January 31, 2027 with provisions for two, one-year extensions (Agreement No. A-2024-XXX).

**GOVERNMENT CODE §84308 APPLIES:** Yes

**DISCUSSION**

As of July 1, 2022, park maintenance functions have transferred from the Parks, Recreation, and Community Services Agency (PRCSA) to the Public Works Agency (PWA). PWA's Parks, Fleet, and Facilities Division provides infield maintenance services at city parks and facilities.

The city contracts for ongoing, year-round scheduled infield maintenance to ensure the playing spaces meet high aesthetics, playability, and safety standards for baseball and softball players. The City has 34 diamonds that will be serviced a minimum of three times per week. Service frequency depends on the field use during baseball/softball season and year round. The contractor will prepare the fields depending on the frequencies outlined in the contract, providing a high-quality infield for baseball and softball. Daily, the contractor will scarify the infield while mixing infield mix and moister, providing optimal playing conditions for sports reservations or public use. Bi-monthly, the fields get scarified to cut down high and in-fill low spots while adding infield mix and stabilizer to absorb rain and reduce the field closures. Annually, the contractor will laser grade each infield and rebuild the pitchers and batter boxes to Major League Baseball specifications. The increased level of service includes annual laser grading and the addition of an infield mix to increase playability and reduce field closures. The current agreement is scheduled to expire on January 31, 2024, and does not have any remaining renewal options. The following table summarizes the field locations:

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City Park	Number of Diamonds
Adams Park	1
Cabrillo Park	1
Centennial Park	2
Delhi Park	1
El Salvador	5
Heritage Park	1
Jerome Park	3
Madison Park	2
Memorial Park	4
Morrison Park	1
Portola Park	1
Riverview Park	5
Rosita Park	2
Santiago Park	1
Thornton Park	3
Windsor Park	1

The Public Works Agency issued Request for Proposal (RFP) No. 23-152 on November 2, 2023, inviting qualified infield maintenance firms with relevant experience to submit their proposals to the City on PlanetBids. The RFP was advertised on the City's online bid management and publication system. A summary of the RFP and proposals received is as follows:

305	Vendors notified
28	Santa Ana vendors notified
24	Vendors downloaded the RFP packet
2	Proposals received
0	Proposals received from Santa Ana vendors

Two proposals were received by the RFP deadline on November 30, 2023, opened, and both were deemed responsive. The selection committee with experience in infield maintenance and related program services evaluated all proposals. The selected, highest-ranked firm will provide infield maintenance services for the City. Based on the criteria outlined in the RFP, the following summarizes the responding firms and their rankings:

Firm	Location	Rank
Professional Sports Field Maintenance, Inc.	San Juan Capistrano, CA	1
Major League Infields, Inc.	Fullerton, CA	2

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Staff recommends awarding the agreement to the highest-ranked firm based on the City's projected needs. The proposal submitted by Professional Sports Field Maintenance, Inc. demonstrated they have the necessary capacity and expertise with similar contracts to provide infield maintenance services as specified in the RFP. Additionally, the rates provided by the firm are reasonable and within industry standard, and the proposal was determined to provide the best overall value for the City.

## **FISCAL IMPACT**

Funds are available for expenditure in the current Fiscal Year 2023-2024 and will be budgeted in subsequent fiscal years, subject to City Council approval. Staff will request a budget carryover to the next fiscal year for any unspent budget necessary to complete the project.

<b>Fiscal Year</b>	<b>Accounting Unit-Account #</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
2023-24 (Feb-Jun)	01117651-62320	General Fund	Park Maintenance Service Enhancement, Maintenance & Repair Buildings & Ground	\$229,920
2024-25	01117651-62320	General Fund	Park Maintenance Service Enhancement, Maintenance & Repair Buildings & Ground	\$551,807
2025-26	01117651-62320	General Fund	Park Maintenance Service Enhancement, Maintenance & Repair Buildings & Ground	\$551,807
2026-27	01117651-62320	General Fund	Park Maintenance Service Enhancement, Maintenance & Repair Buildings & Ground	\$551,807
2027-28	01117651-62320	General Fund	Park Maintenance Service Enhancement, Maintenance & Repair Buildings & Ground	\$551,807
2028-29 (Jul-Dec)	01117651-62320	General Fund	Park Maintenance Service Enhancement, Maintenance & Repair Buildings & Ground	\$321,887
<b>Total:</b>				<b>\$2,759,035</b>

**EXHIBIT(S)**

1. Agreement with Professional Sports Field, Inc.

Submitted By: Nabil Saba, P.E., Executive Director of Public Works Agency

Approved By: Tom Hatch, Interim City Manager