



# AGENDA STAFF REPORT

Control: 26-001354

**MEETING DATE:** 06/23/2026

**LEGAL ENTITY TAKING ACTION:** Board of Supervisors

**BOARD OF SUPERVISORS DISTRICT(S):** Districts 3, 5

**SUBMITTING AGENCY/DEPARTMENT:** OC Waste & Recycling

**DEPARTMENT CONTACT PERSON(S):** Tom Koutroulis, 714-834-4122  
Hany Ahmed, 949-728-3043

**SUBJECT:** Approve Contract for Landscape Maintenance Services for Native Plant Habitat

<b>CEO CONCUR</b>	<b>COUNTY COUNSEL REVIEW</b>	<b>CLERK OF THE BOARD</b>
Concur	Approve agreement to form	DISCUSSION
		3 Votes Board Majority

<b>Budgeted:</b> N/A	<b>Current Year Cost:</b> N/A	<b>Annual Cost:</b>
		FY 2026-27 \$1,877,080
		FY 2027-28 \$2,252,500
		FY 2028-29 \$2,252,500
		FY 2029-30 \$375,420

<b>Staffing Impact:</b> No	<b>Funding Source:</b> Fund 299: 100%	<b>Sole Source:</b> No
<b>Current Fiscal Year Revenue:</b> N/A		<b>County Audit in Last 3 years:</b> No
<b>Levine Act Review Completed?</b> Yes		
<b>Prior Board Action:</b> N/A		

**RECOMMENDED ACTION(S):**

1. Authorize the County Procurement Officer or Deputized designee to execute contract with Helix Environmental Planning, Inc. for landscape maintenance for native plant habitat management for South Region Landfills, effective September 1, 2026 through August 31, 2029, for a cumulative contract amount of \$6,757,500, for three years, with unused funds to be carried over from year to year, and renewable for one additional two-year term.
2. Authorize the County Procurement Officer or Deputized Designee to make ministerial or non-material changes to the contract.

**SUMMARY:**

Approval of the contract with Helix Environmental Planning, Inc. to provide landscape maintenance for native plant habitat management for South Region Landfills will support landfill operations and maintain compliance with state and federal regulations

**BACKGROUND INFORMATION:**

OC Waste & Recycling (OCWR) is responsible for managing the County’s solid waste disposal system including South Region Landfills that consist of the active Prima Deshecha Landfill and five closed solid waste disposal sites. The Prima Deshecha Landfill was opened in 1976 to meet the solid waste disposal needs of the southern portion of Orange County.

Approval of Contract MA-299-26010687 (Contract) with Helix Environmental Planning, Inc. will provide landscape maintenance services for native plant habitat management supporting continued landfill operations and compliance with federal and state regulatory requirements at South Region Landfills. OCWR does not have staff with the expertise to provide landscape maintenance services for native plant habitat management. These services include maintaining mitigation areas of approximately 250 acres consisting of several habitat types, maintaining irrigation, maintaining sensitive and endangered plants, removal of invasive species, preparing performance monitoring reports and supportive documentation.

On January 14, 2026, OCWR released a Request for Proposal (RFP) via the County’s online bidding system to solicit proposals from interested parties to provide South Region Landfills landscape maintenance for native plant habitat management.

Solicitation for this RFP was advertised prior to the Board directive to bring list of proposers for board selection.

The Orange County Preference Policy (OCPP) was applicable and incorporated into this solicitation. No OCPP-qualified proposals were submitted. OCWR received three proposals. The evaluation panel, consisting of five members, evaluated the proposals and conducted interviews resulting in a recommendation of award of contract to Helix Environmental Planning, Inc.

Respondent	Aggregate Score (Max Score 1000)
Helix Environmental Planning Inc.	949.8
Chambers Group, Inc.	878
Dudek	864.8

OCWR procurement has conducted due diligence on Helix Environmental Planning, Inc. and has verified there are no concerns that must be addressed with respect to the contractor’s ownership/name, litigation status or conflicts with County interests. Reference checks were satisfactory and completed with the City of Diamond Bar, San Diego County Water Authority and the County of Riverside regarding similar projects.

OCWR is requesting the Board of Supervisors to approve this contract with Helix Environmental Planning, Inc. for South Region Landfills landscape maintenance for native plant habitat management, effective September 1, 2026, through August 31, 2029, in an amount not to exceed \$2,252,500, annually for a cumulative contract amount of \$6,757,500, for three years, with unused funds to be carried over from year to year, which will provide support for landfill operations as well as maintain compliance with federal and state regulatory requirements.

An analysis was completed to verify the contract provides the County with persons specially trained, experienced, expert and competent to perform the special services in accordance with the law.

This contract does not include subcontractors. See Attachment B for information regarding subcontractors and the Contract Summary Form.

**Compliance with CEQA:** The proposed action is Categorically Exempt (Class 1) from the provisions of CEQA pursuant to Section 15301, because it consists of the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, mechanical equipment or topographic features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. In addition, the proposed action is also Categorically Exempt (Class 4) from the provisions of CEQA pursuant to Section 15304, because Class 4 involves minor alterations to land. The proposed action is also Categorically Exempt (Class 7) from the provisions of CEQA pursuant to Section 15307, because Class 7 consists of actions taken by a public agency for the protection of natural resources. The proposed action is also Categorically Exempt (Class 8) from the provisions of CEQA pursuant to section 1530, because Class 8 consists of actions taken by a public agency for the protection of the environment. Approval of this Contract will allow for landscape maintenance services for native plant habitat management at South Region Landfills which is consistent with Class 1, Class 4, Class 7 and Class 8 Categorical Exemption determination.

**FINANCIAL IMPACT:**

Appropriations for this contract will be included in the FY 2026-27 Budget for OCWR Enterprise Fund 299 and will be included in the budgeting process for future years.

The contract includes a provision that the contract is contingent upon the availability of funds and inclusion of sufficient funds in the budget approved by the Board for each fiscal year the contract remains in effect or operation. In the event such funding is terminated or reduced, the County may terminate this contract, reduce the County's maximum obligation or modify the contract, without penalty.

**STAFFING IMPACT:**

N/A

**REVIEWING AGENCIES/DEPARTMENTS:**

N/A

**ATTACHMENTS:**

Attachment A - MA-299-26010687- HELIX Environmental Planning, Inc.

Attachment B - Contract Summary Form

Attachment C - Individual Scoring

Attachment D - Rating Summary