



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: DECEMBER 4, 2017**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, PUBLIC WORKS DIRECTOR, P.E., T.E. / CITY ENGINEER  
HEATHER MELTON, LANDSCAPE DISTRICTS MANAGER**

**SUBJECT: RECOMMENDATION TO AWARD A ONE YEAR PROFESSIONAL SERVICES AGREEMENT TO AZTECA LANDSCAPE FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS FOR OAK PARK CALABASAS HOMEOWNERS ASSOCIATION WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$250,000.**

**MEETING**

**DATE: DECEMBER 13, 2017**

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**SUMMARY RECOMMENDATION:**

Recommendation to award a one year professional services agreement (PSA) to Azteca Landscape for the Landscape Maintenance of the Common Areas for Oak Park Calabasas Homeowners Association within the Landscape Lighting Act District 22 in the City of Calabasas, for the amount of \$250,000 plus Consumer Price Index (CPI) increases.

Additionally, authorize the Public Works Director to approve extra landscape maintenance work as needed under the terms of the PSA with Azteca Landscape, in an amount not to exceed the monies budgeted in the funds designated for the landscape work.

**BACKGROUND:**

The City’s current landscape contractor for this work is Azteca Landscape; the contract was one year and expires on February 7, 2018. The new contract will be for one year.

**DISCUSSION/ANALYSIS:**

In general, the scope of this contract consists of, but is not limited to landscape maintenance of landscape spaces, including mowing and edging, weeding, sweeping, pruning of shrubs and groundcovers, fertilizing, litter clean-up, and tree trimming for clearances within the locations shown on the Work Area Map, attached.

The yearly amount includes anticipated and routine scheduled maintenance operations but does not make provisions for unforeseen or emergency work which is not uncommon when maintaining large landscape areas; however, an estimated dollar amount was calculated and included in the landscaping budget in case of such occurrences. The additional work generated from such events is not guaranteed but if additional work is released by the City in no event shall the total contract value exceed \$250,000 over the one year term of the contract.

Azteca Landscape is the current contractor that provides landscape services for Oak Park Calabasas HOA under the direct supervision of the Public Works Department’s Landscape District Manager. Azteca Landscape would like to continue to provide landscape services for Oak Park Calabasas HOA with the HOA’s Board of Directors submitting a letter to the City requesting the City to approve and retain Azteca Landscape for continued service.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Funding for this contract are utilized from Fund 22, the Landscape Maintenance District 22, 22-322-5712-xx assessment accounts:

Oak Park HOA	22-322-5712-13
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**REQUESTED ACTION:**

Recommendation to award a one year professional services agreement (PSA) to Azteca Landscape for the Landscape Maintenance of the Common Areas for Oak Park Calabasas Homeowners Association within the Landscape Lighting Act District 22 in the City of Calabasas, for the amount of \$250,000 plus Consumer Price Index (CPI) increases.

Additionally, authorize the Public Works Director to approve extra landscape maintenance work as needed under the terms of the PSA with Azteca Landscape, in an amount not to exceed the monies budgeted in the funds designated for the landscape work.

**ATTACHMENTS:**

ATTACHMENT A: Letter from Oak Park HOA

ATTACHMENT B: Work Map

ATTACHMENT C: Professional Services Agreement