



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: DECEMBER 4, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: RECOMMENDATION TO AWARD A FIVE YEAR PROFESSIONAL SERVICES AGREEMENT TO VENCO WESTERN, INC. FOR LANDSCAPE MAINTENANCE OF CITY PARKS WITHIN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$1,307,400.00

MEETING

DATE: DECEMBER 13, 2017

SUMMARY RECOMMENDATION:

Recommendation to award a five year professional services agreement to Venco Western, Inc. for Landscape Maintenance of City Parks within the City of Calabasas, in an amount not to exceed \$1,307,400.00 which may include the Consumer Price Index (CPI) increase for each year accordingly.

BACKGROUND:

Venco Western, Inc. is the city's current contractor for park landscape maintenance. The previous contract was for three (3) years with the option of two one-year contract extensions, for a total period of five (5) years that will expire on February 14, 2018.

DISCUSSION/ANALYSIS:

Due to unforeseen storm damage repairs and services the current contract funding has been expended and a new contract is needed in order to proceed with the regularly scheduled maintenance, repairs and any additional storm related services that may be needed and/or required. In general, the scope of this work consists of, but not limited to, maintenance of landscape plantings, irrigation systems, various hardscape areas, play areas, and sidewalks within City parks as shown on the Work Area Maps in Attachment B.

The City Attorney had previously determined to classify the Landscape Maintenance of City Parks contract as maintenance work, not as a capital improvement project.

Venco Western, Inc. has provided landscape contracting services for the City in the past and has an excellent work and safety record. The contractor has a productive relationship with both city staff and members of the community. Over the years the city has received verbal communication from community residents expressing their appreciation of this contractor's work product. Venco Western, Inc. has also received verbal and written support from the Community Service Department for their exceptional maintenance of the city parks.

Since the current contract is expiring and funding is expended the Public Works Director, Landscape Manager, Community Service Director and Deputy Director discussed different options and what would be best for the City parks for landscape maintenance. During the discussion it was clear all parties involved were happy with the relationship with Venco Western, Inc. and the landscape maintenance being provided. It was asked if the contractor would be willing to accept a new five (5) year PSA at the current rate with only the possibility of a CPI increase.

After meeting with Venco Western, Inc. it was amicably agreed they would accept a new PSA at the current rate with only the possibility of a CPI increase. Venco Western, Inc. has provided a letter (Attachment A) stating what they verbally agreed to. This new contract will be a (5) year contract with the no extensions.

FISCAL IMPACT/SOURCE OF FUNDING:

Budgeted monies from Fund 10 - General Fund: Division: 321 – General Landscape Maintenance will be utilized for this work.

Staff requests funding be approved and the budget be adjusted accordingly.

REQUESTED ACTION:

Recommendation to award a five year professional services agreement to Venco Western, Inc. for Landscape Maintenance of City Parks within the City of Calabasas, in an amount not to exceed \$1,307,400.00 which may include the Consumer Price Index (CPI) increase for each year accordingly.

ATTACHMENTS: Attachment A – Letter dated November 16, 2017
Attachment B – Work Area Maps
Attachment C – Work Area Services
Attachment D – Professional Services Agreement