



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 29, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: RECOMMENDATION TO APPROVE TWO ONE-YEAR PROFESSIONAL SERVICES AGREEMENTS TO VENCO WESTERN, INC. FOR THE LANDSCAPE MAINTENANCE OF THE COMMON AREAS LOCATED WITHIN THE HOMEOWNER ASSOCIATIONS: CALABASAS PARK ESTATES, ZONE 8 AND PALATINO, ZONE 14 WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$725,000

MEETING

DATE: OCTOBER 14, 2020

SUMMARY RECOMMENDATION:

That City Council award two one-year professional services agreements (PSA) to Venco Western, Inc., for the landscape maintenance of the common areas located within specified homeowner associations within Landscape Lighting Act District 22 in the City of Calabasas, for the amounts of: Calabasas Park Estates, Zone 8, \$600,000 and Palatino, Zone 14, \$125,000 plus Consumer Price Index (CPI) increases.

In addition authorize the Landscape District Manager to approve extra landscape maintenance work as needed under the terms of the PSA with Venco Western, Inc. in an amount not to exceed the monies budgeted in the funds designated for the landscape work.

BACKGROUND:

The current contractor for landscape maintenance services at Calabasas Park Estates HOA and Palatino HOA is Venco Western, Inc. The current three-year contract expired on September 30, 2020.

As part two new one-year professional services agreements the terms and conditions will be the same as the former contract. The difference will be these agreements will be for one-year.

In April 2020, the Landscape Lighting Act District 22 Zone 8 (Calabasas Park Estate HOA) and Zone 14 (Palatino HOA) common area landscape maintenance was scheduled to go out to bid. This was placed on hold when Covid-19 pandemic occurred and the "Safe at Home" Executive order was extended by Governor Newsom. A temporary emergency professional services agreement was arranged in order to continue general landscape services for 6 additional months until September 2020. With the "Safe at Home" order still in place and the County of LA in the highest tier (Purple), staff was asked by the property manager, landscape representative, and Public Works Director to begin discussions with the current landscape company to see if it would consider a one-year contract extension at the current rate. The agreement would be with the understanding that once the County of LA Health Department lifts all Covid-19 restrictions for gatherings of more than 10 people, the common area landscape maintenance contract would go out for a formal public bid including a formal job walk with all prospective bidders and City staff.

DISCUSSION/ANALYSIS:

The scope of work in the new agreements will consist of, but is not limited to, routine landscape maintenance of landscape spaces which includes: mowing and edging of turf, removal of weeds from planters and slopes, pruning of shrubs, lowering of groundcover, fertilizing, litter pick-up, annual/perennial color changes as needed, irrigation adjustments, and raising of trees for pedestrian clearance only. These work area locations are shown on the Work Area Maps, which are included as an attachment below.

Lastly, the professional services agreements also include and account for unforeseen resident requests and emergencies such as: tree trimming, tree removal, plantings, and landscape irrigation repairs. This estimated dollar amount was calculated and included in the landscape budget in case of any such occurrence.

FISCAL IMPACT/SOURCE OF FUNDING:

The funds for the professional service agreements are utilized from the following Fund 22 assessment accounts:

Calabasas Park Estates	22-322-5712-08
Palatino	22-322-5712-14

The cost of certain additional work and emergency work is by Unit Price List and is considered to be Extra Work and not general landscape maintenance. Funding for extra work and emergency work comes from Fund 22: Landscape Maintenance District No. 22 assessment accounts designated for each LLAD 22 HOA. If funds are available, the HOAs may request to utilize them for extra work and emergency requests. This work is performed upon written approval by the City Landscape Manager.

The amount total of \$725,000.00 is broken down as follows:

Calabasas Park Estates HOA (Zone 8):	\$600,000
Palatino HOA (Zone 14):	<u>\$125,000</u>
Total Amount	\$725,000

REQUESTED ACTION:

That the City Council awards two one-year professional services agreements to Venco Western, Inc., in the total amount of \$725,000, plus the possible Consumer Price Index (CPI) increase for the continued general landscape maintenance of the common areas located within Calabasas Park Estates HOA and Palatino HOA in the Landscape Lighting Act District 22 in the City of Calabasas.

In addition, authorize the Public Works Landscape District Manager to approve additional requested work and emergency work as needed under the terms of the PSA with Venco Western, Inc. in an amount not to exceed the monies budgeted in the funds designated for the landscape work.

Breakdown of general landscape maintenance service, estimated requested additional landscape work, and estimated emergency service:

Calabasas Park Estates HOA (Zone 8):	\$600,000
Palatino HOA (Zone 14):	<u>\$125,000</u>
Total Amount	\$725,000

ATTACHMENTS:

Exhibit A: Professional Service Agreements

Exhibit B: Work Map – Calabasas Park Estates HOA

Exhibit C: Work Map – Palatino HOA

Exhibit D: Request to extend contract one year