



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

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**DATE:** APRIL 8, 2021

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT:** RECOMMENDATION TO AWARD AN EIGHTEEN MONTH 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:** APRIL 28, 2021

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**SUMMARY RECOMMENDATION:**

Recommendation to award an eighteen month 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 expired on February 8<sup>th</sup> 2021 however Azteca Landscape has continued to service Oak Park Calabasas HOA. A meeting was held with representatives of Oak Park Calabasas HOA and the City Landscape District Maintenance Manager. At the meeting different options were discussed and the Oak Park Calabasas HOA representatives decided for their community they would like to continue with Azteca Landscape. The City then reached out to Azteca Landscape who agreed to continue providing landscape services at the current amount plus the Consumer Price Index (CPI) increase. The new contract will be for eighteen months and expires on June 30<sup>th</sup> 2022.

**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 Maps, enclosed.

The yearly bid 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 eighteen month term of the contract.

Azteca Landscape is currently providing landscape contracting services for the City for Oak Park Calabasas HOA and desires to continue providing these services. As well, Oak Park Calabasas HOA Board of Directors desire to continue with Azteca Landscape and have sent a letter in support of keeping them.

**FISCAL IMPACT/SOURCE OF FUNDING:**

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

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

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**ATTACHMENTS:**

ATTACHMENT A: Letter from Oak Park Calabasas HOA

ATTACHMENT B: Work Maps

ATTACHMENT C: Letter from Azteca Landscape

ATTACHMENT D: Professional Services Agreement