



+CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 17, 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 FOUR SEPARATE CONTRACTS TO VENCO WESTERN, INC. FOR THE COMMON AREA LANDSCAPE MAINTENANCE FOR SPECIFIED HOMEOWNER ASSOCIATIONS WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS LOCATED WITHIN; BELLAGIO HOA ZONE 04, CALABASAS HILLS AND ESTATES HOA ZONE 06, CALABASAS PARK HOA ZONE 07, AND LAS VILLAS HOA ZONE 11. THE ANNUAL AMOUNT TOTAL FOR THE FOUR CONTRACTS \$793,141.93 THE TOTAL PRICE FOR FIVE YEARS NOT TO EXCEED \$3,965,709.65

MEETING DATE: MAY 26, 2021

SUMMARY RECOMMENDATION:

Recommendation to award four contracts for five years in a total amount not to exceed \$3,965,709.65, to Venco Western, Inc., for the landscape maintenance of the common areas located within Bellagio HOA Zone 04, Calabasas Hills and Estates HOA Zone 06, Calabasas Park HOA Zone 07, and Las Villas HOA Zone 11, within Landscape Lighting Act District 22 (LLAD 22).

BACKGROUND:

At different times the city is required to bid out work for the landscape maintenance of specific properties the city is responsible to manage within Landscape Lighting Act District Twenty Two (LLAD 22). Currently the last time these four properties had gone out for bid was in 2011. Since then the four properties, the current contractor, and the City had agreed to continue the landscape maintenance agreement at the 2011 price with only the possibility of the consumer price index (CPI) increase each year. With the current Professional Service Agreement expiring this year, it was determined that these needed to go out to bid in order to have current industry standard pricing. Working with these four communities: Bellagio HOA Zone 04, Calabasas Hills and Estates HOA Zone 06, Calabasas Park HOA Zone 07, and Las Villas HOA Zone 11 Bid Specification for a Request for Proposal (RFP) were placed together in four separate sections (individual contracts) for regularly scheduled landscape maintenance work.

DISCUSSION/ANALYSIS:

Nine companies attended the mandatory information session and were eligible to bid on the four separate properties/sections within the bid specification for a Request for Proposal (RFP). Of the nine companies two companies could not receive the bonding and/or insurance requirements. Three companies determined the work currently did not fit into the direction their companies were moving towards. One company provided no explanation leaving only three companies who did submit proposal packets. The submitted proposals were opened and reviewed by the City’s Consulting Landscape Architect, the City’s Manager Analyst, and the City’s Landscape Maintenance District Manager, the results are below.

ANNUAL BID AMOUNT SUBMITTED

	<u>American Heritage</u>	<u>Azteca</u>	<u>Venco Western</u>
Bellagio HOA Zone 04	\$149,024.00	\$516,629.56	\$83,640.50*
Calabasas Hills & Estates HOA Zone 06	\$423,227.00	\$1,300,752.47	\$223,508.50*
Calabasas Park HOA Zone 07	\$262,177.00	\$844,892.96	\$87,252.47*
Las Villas HOA Zone 11	\$130,233.00	\$166,018.72	\$48,740.46*

*** Apparent Low Bidder**

It has been determined that Venco Western, Inc. is the lowest responsible and responsive bidder.

FISCAL IMPACT/SOURCE OF FUNDING:

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

Bellagio HOA Zone 04	22-322-5712-04
Calabasas Hills & Estates HOA Zone 06	22-322-5712-06
Calabasas Park HOA Zone 07	22-322-5712-07
Las Villas HOA Zone 11	22-322-5712-11

The bid specification has an annual Consumer Price Index (CPI) increase built into the contract language, beginning with the second year of the contract and continuing each year until the end of the contract. The percentage amount of the increase is determined annually by the city’s chief financial officer. The monies for this CPI increase will come from the same budgeted Fund 22 account codes.

Certain additional work is covered under the Unit Price List in the bid specification and is considered to be Extra Work. Funding for extra work comes from Fund 22: Landscape Maintenance District 22 assessment accounts designated for each Landscape Lighting Act District (LLAD) 22 HOA. The City Landscape District Maintenance Manager may utilize funds from Fund 22 assessment accounts for emergency work and/or extra work. Or, the HOAs may request to utilize the funds for extra work, upon written approval by the City Landscape District Maintenance Manager. The City Landscape District Maintenance Manager has final approval for all expenditures from these accounts.

Below is the tally of each HOA for five years of general landscape maintenance and additional/unexpected extra work that may or may not be required for each property over the next five years. The additional/unexpected cost is based on the past expense history and is an estimate.

BELLAGIO HOA ZONE 04	Annual Cost		Total 5-Year Cost
General Landscape Maintenance	\$83,640.50		\$418,202.50
Additional/Unexpected Cost Irrigation repair, Tree trimming, Tree removal, Landscape lighting repair, Landscape monument signage repair, Weather and emergency repair, and Special projects	\$45,000.00		\$225,000.00
Total Annual Price	\$128,640.50	Total Price 5-Years	\$643,202.50
CALABASAS HILLS & ESTATES HOA ZONE 06	Annual Cost		Total 5-Year Cost
General Landscape Maintenance	\$223,508.50		\$1,117,542.50
Additional/Unexpected Cost Irrigation repair, Tree trimming, Tree removal, Landscape lighting repair, Landscape monument signage repair, Concrete swell cleaning, Weather and emergency repair, and Special projects	\$130,000.00		\$650,000.00
Total Annual Price	\$353,508.50	Total Price 5-Years	\$1,767,542.50

CALABASAS PARK HOA ZONE 07	Annual Cost		Total 5-Year Cost
General Landscape Maintenance	\$87,252.47		\$436,262.35
Additional/Unexpected Cost Irrigation repair, Tree trimming, Tree removal, Landscape lighting repair, Landscape monument signage repair, Weather and emergency repair, and Special projects	\$140,000.00		\$700,000.00
Total Annual Price	\$227,252.47	Total Price 5-Years	\$1,136,262.35

LAS VILLAS HOA ZONE 11	Annual Cost		Total 5-Year Cost
General Landscape Maintenance	\$48,740.46		\$243,702.30
Additional/Unexpected Cost Irrigation repair, Tree trimming, Tree removal, Weather and emergency repair, and Special projects	\$35,000.00		\$175,000.00
Total Annual Price	\$83,740.46	Total Price 5-Years	\$418,702.30

REQUESTED ACTION:

Move to award four contracts in a total amount for five years not to exceed \$3,965,709.65, for four separate areas to Venco Western, Inc., for the landscape maintenance of the common areas located within Bellagio HOA Zone 04, Calabasas Hills and Estates HOA Zone 06, Calabasas Park HOA Zone 07, and Las Villas HOA Zone 11 within Landscape Lighting Act District Twenty Two (LLAD 22).

In the following attachments within each Professional Services Agreement you will find the bid schedule and the work area maps included.

ATTACHMENTS:

ATTACHMENT A: Bellagio HOA Zone 04 Professional Services Agreement
Bellagio HOA Zone 04 Email of Support

ATTACHMENT B: Calabasas Hills & Estates HOA Zone 06 Professional Services Agreement
Calabasas Hills & Estates HOA Zone 06 Email of Support

ATTACHMENT C: Calabasas Park HOA Zone 07 Professional Services Agreement
Calabasas Park HOA Zone 07 Email of Support

ATTACHMENT D: Las Villas HOA Zone 11 Bid Professional Services Agreement
Las Villas HOA Zone 11 Email of Support