



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: MAY 17, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: RECOMMENDATION TO AWARD FOUR SEPARATE CONTRACTS TO AMERICAN HERITAGE LANDSCAPE, LP FOR THE COMMON BENEFIT AREAS (CBA'S) WITHIN LANDSCAPE MAINTENANCE DISTRICT 22 IN THE CITY OF CALABASAS; ASSOCIATION PARK (CBA-1), PARK CAPRI/PARK GRANADA (CBA-4), PARKWAY CALABASAS (CBA-5), AND CALABASAS ROAD AND CIVIC CENTER AREA (CBA-6). THE ANNUAL AMOUNT TOTAL FOR THE FOUR CONTRACTS \$605,047.00 THE TOTAL PRICE FOR FIVE YEARS NOT TO EXCEED \$3,025,235.00**

**MEETING DATE: MAY 26, 2021**

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**SUMMARY RECOMMENDATION:**

Recommendation to award four contracts for five years in a total not to exceed \$3,025,325.00, to American Heritage Landscape, LP for the general landscape maintenance, authorized unexpected emergencies and authorized extra work of the common benefit areas within Landscape Maintenance District 22 (LMD 22).

**BACKGROUND:**

At different times the City is required to bid out the work for the landscape maintenance of the Common Benefit Areas (CBA's) which the City is responsible to maintain within Landscape Maintenance District Twenty Two (LMD 22). Currently the last time these four areas had gone out for bid was in 2011. Since then the four areas, 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 (PSA) expiring this year, it was determined that these areas needed to go out to bid in order to have current industry pricing. Work began on Bid Specification for a Request for Proposal (RFP) for the four areas (individual contracts) for regularly scheduled landscape maintenance work. Within the Bid Specification the City requested each contractor to provide two prices for each specific area. The reason behind this was to address the concerns from the public in regards to gas leaf blowers. Therefore each area includes an annual price with the use of gas leaf blowers and an alternate annual price with the use of electric leaf blowers. Notification was sent out and information was posted on the City website for potential bidders.

**DISCUSSION/ANALYSIS:**

A mandatory information session was held and four eligible companies attended and received bid specification and maps for a Request for Proposal (RFP) of the four areas. Out of the four eligible companies only two submitted packets. The packets were reviewed by the City's Senior Engineer, the City's Associate Engineer and the City's Landscape Maintenance District Manager. On the following page is the results from the packets received.

**ANNUAL BID AMOUNT SUBMITTED**

	American Heritage Landscape, LP		Venco Western, INC.	
	Annual Cost With Gas Powered Leaf Blowers	Annual Cost With Electrical Leaf Blowers	Annual Cost With Gas Powered Leaf Blowers	Annual Cost With Electrical Leaf Blowers
Association Park (CBA-1)	\$111,120.00	*\$111,900.00	\$139,901.56	\$147,500.86
Park Capri/Park Granada (CBA-4)	\$57,927.00	*\$59,022.00	\$77,457.62	\$85,056.92
Parkway Calabasas (CBA-5)	\$97,907.00	*\$99,002.00	\$174,195.58	\$154,795.58
Calabasas Rd. & Civic Center Area (CBA-6)	\$132,695.00	*\$134,723.00	\$165,996.14	\$185,208.58
Zone 26 (A)	\$26,280.00	\$26,436.00	\$28,773.16	\$34,372.00
Zone 26 (B)	\$17,960.00	\$18,272.00	\$49,429.20	\$54,525.20
Zone 26 (C)	\$38,900.00	\$39,680.00	\$20,132.92	\$22,930.52
Zone 26 (D)	\$40,543.00	\$41,323.00	\$57,553.00	\$63,273.00
Senior Center	\$9,012.00	\$9,012.00	\$10,107.86	\$10,107.86
<b>Total Annual Cost</b>	\$399,649.00	*\$404,647.00	\$530,550.90	\$572,561.94

**\* Apparent Low Bidder with Electrical Leaf Blowers**

It has been determined that American Heritage Landscape, LP. Is the lowest responsible and responsive bidder.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Funds for these contracts are utilized from the following Landscape Maintenance District 22; Fund 21 – Ad Valorum:

Association Park (CBA-1)	21-326-5712-21
Park Capri/Park Granada (CBA-4)	21-326-5712-24
Parkway Calabasas (CBA-5)	21-326-5712-25
Calabasas Rd. & Civic Center Area (CBA-6)	21-326-5712-26

The bid specification has an annual Consumer Price Index (CPI) increase built into 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 the CPI increase will come from the same budgeted fund account codes.

Certain unexpected/emergencies and 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 the Fund 21 designated account for each area. The City Landscape District Maintenance Manager may utilize these funds from these accounts for unexpected/emergencies and additional work.

Below is the tally of each Common Benefit Area (CBA) for five years of general landscape maintenance and unexpected/emergency and additional extra work that may or may not be required for each area. The unexpected/emergency and additional extra work is based on the past 5 year history and the landscape quality condition that is expected by the community.

Below is the tally for five years of general landscape maintenance with electrical blowers and unexpected/emergency and additional work that may be required for each area over the next five years.

<b>Association Park (CBA-1)</b>	<b>Annual Cost with Electrical Leaf Blowers</b>	<b>5-Years</b>
<b>General Landscape Maintenance</b>	\$111,900.00	\$559,500.00
<b>Unexpected/emergency &amp; Additional Authorized Work</b>  Example: Irrigation repair, Tree trimming, Tree removal, Weather related events, and Emergency repairs	\$80,000.00	\$400,00.00

**Total Price (CBA-1): \$959,500.00**

<b>Park Capri / Park Granada (CBA-4)</b>	<b>Annual Cost with Electrical Leaf Blowers</b>	<b>5-Years</b>
<b>General Landscape Maintenance</b>	\$59,022.00	\$295,110.00
<b>Unexpected/emergency &amp; Additional Authorized Work</b>  Example: Irrigation repair, Tree trimming, Tree removal, Weather related events, and Emergency repairs	\$28,000.00	\$140,000.00

**Total Price (CBA-4): \$435,110.00**

<b>Parkway Calabasas (CBA-5)</b>	<b>Annual Cost with Electrical Leaf Blowers</b>	<b>5-Years</b>
<b>General Landscape Maintenance</b>	\$99,002.00	\$495,010.00
<b>Unexpected/emergency &amp; Additional Authorized Work</b>  Example: Irrigation repair, Tree trimming, Tree removal, Weather related events, and Emergency repairs	\$70,000.00	\$350,000.00

**Total Price: (CBA-5): \$845,010.00**

<b>Calabasas Road &amp; Civic Center Area (CBA-6)</b>	<b>Annual Cost with Electrical Leaf Blowers</b>	<b>5-Years</b>
<b>General Landscape Maintenance</b>	\$134,723.00	\$673,615.00
<b>Unexpected/emergency &amp; Additional Authorized Work</b>  Example: Irrigation repair, Tree trimming, Tree removal, Weather related events, and Emergency repairs	\$22,400.00	\$112,000.00

**Total Price (CBA-6):        \$785,615.00**

**Total Price for 5-Years for All Four Common Benefit Areas:    \$3,025,235.00**

**REQUESTED ACTION:**

Move to award four separate contracts in a total amount for five years not to exceed \$3,025,615.00, to American Heritage Landscape, LP, for the general landscape maintenance of the Common Benefit Areas (CBA's) within Landscape Maintenance District 22 in The City of Calabasas; Association Park (CBA-1), Park Capri/Park Granada (CBA-4), Parkway Calabasas (CBA-5), and Calabasas Road and Civic Center Area (CBA-6).

**ATTACHMENTS:**

ATTACHMENT A: Association Park (CBA-1) Professional Service Agreement and Map

ATTACHMENT B: Park Capri/Park Granada (CBA-4) Professional Service Agreement and Maps

ATTACHMENT C: Parkway Calabasas (CBA-5) Professional Service Agreement and Maps

ATTACHMENT D: Calabasas Road and Civic Center Area (CBA-6) Professional Service Agreement and Maps