



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 16 2021

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT: AUTHORIZATION TO APPROVE AND ADD AMENDMENT No. 1, FOR
ADDITIONAL FUNDING IN THE AMOUNT OF \$205,000.00 TO THE
PROFESSIONAL SERVICES AGREEMENT WITH AZTECA LANDSCAPE
FOR REGULAR MONTHLY LANDSCAPE MAINTENANCE AND
AUTHORIZED UNEXPECTED EMERGENCY WORK OF COMMON AREAS
OUTSIDE INDIVIDUAL HOMEOWNER ASSOCIATIONS AND
COMMERCIAL PROPERTIES WITHIN LANDSCAPE MAINTENANCE
DISTRICTS 24, 27, AND 32 IN THE CITY OF CALABASAS**

**MEETING
DATE: AUGUST 25, 2021**

SUMMARY RECOMMENDATION:

That the City Council authorizes to approve and add amendment number 1 for additional funding in the amount of \$205,000.00 to the existing Professional Services Agreement (PSA) with Azteca Landscape for regular monthly landscape maintenance and any authorized unexpected emergency work of common areas outside individual homeowner associations and commercial properties within Landscape Maintenance Districts 24, 27, and 32 in The City of Calabasas.

BACKGROUND:

In November 2017 a Request for Proposal (RFP) was posted for potential bidders for general landscape maintenance for the Landscape Maintenance Districts 24, 27, and 32. Bidders were provided information and a due date of December 18th 2017 to return the bid packets. On January 10th 2018 the results of the Request for Proposal (RFP) was provided to the City Council with a recommendation to award the Professional Services Agreement (PSA) to Azteca Landscape who had submitted the lowest responsible bid packet.

On January 10th, 2018 the City Council approved the recommendation for a (5) five year Professional Services Agreement (PSA) for the general landscape maintenance and authorized unexpected emergency work of the common areas outside individual homeowner associations and commercial properties within Landscape Maintenance Districts 24, 27, and 32 in the City of Calabasas. On February 1st 2018 Azteca Landscape started and are the current contractors for these Landscape Maintenance Districts.

DISCUSSION/ANALYSIS:

The purpose of this agenda item is to amend funding to the current Professional Services Agreement (PSA) that was approved on January 10th 2018. This funding will cover expenses to the end of the current (PSA) which expires in January 2023.

This additional funding, unfortunately is needed since in the past three years the City has experienced multiple wildfires, and other unforeseen emergencies that have required clean-ups, wildfire tree removals and trimming for safety, irrigation replacement, planting replacement and numerous other repairs . Because of the number of unexpected events the amount of the current Professional Services Agreement (PSA) has been greatly depleted. Our concern is with the current fire season and drought conditions if an unexpected event should occur there is no additional funding for general maintenance, emergency clean-ups, and any other repairs that may be needed around these homeowner associations and commercial properties.

FISCAL IMPACT/SOURCE OF FUNDING:

Budget monies from: Fund 24 – Division: 323 – LMD 24
 Fund 27 – Division: 324 – LMD 27
 Fund 32 – Division: 325 – LMD 32

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

REQUESTED ACTION:

That the City Council authorizes to approve and add amendment number 1 for additional funding in the amount of \$205,000.00 to the existing Professional Services Agreement (PSA) with Azteca Landscape for the regular monthly landscape maintenance and authorized unexpected emergency work of common areas outside individual homeowner associations and commercial properties within landscape Maintenance Districts 24, 27, and 32 in the City of Calabasas

ATTACHMENTS: Attachment 1 – Amendment No. 1
Attachment 2 – City of Calabasas LMD Map of 24, 27, and 32
Attachment 3 – Current Professional Services Agreement