



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: OCTOBER 1, 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 A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT (PSA) TO AMERICAN HERITAGE LANDSCAPE, LP. FOR THE COMMON AREA LANDSCAPE MAINTENANCE FOR PALATINO HOMEOWNERS ASSOCIATION ZONE 14 WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS. THE ANNUAL AMOUNT FOR THE PSA IS \$102,600; TOTAL PRICE FOR FIVE YEARS NOT TO EXCEED \$513,000**

**MEETING DATE: OCTOBER 13, 2021**

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**SUMMARY RECOMMENDATION:**

Recommendation to award a five year professional services agreement (PSA) in a total amount not to exceed \$513,000.00, to American Heritage Landscape, LP., for the landscape maintenance of the common area located within Palatino Homeowners Association Zone 14 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 Palatino Homeowners Association had gone out for proposal was in 2009. Since then Palatino Homeowners Association Property Manager, the current contractor, and the City had agreed to continue the landscape maintenance agreement at the 2009 price with only the possibility of the consumer price index (CPI) increase each year. With the current Professional Service Agreement expiring in October 2021, it was determined that the general landscape maintenance for the common area within the community needed to go out for a Request For Proposal (RFP) in order to have current industry standard pricing. Staff began working on the documents and the frequencies for regular scheduled landscape maintenance work. Staff also reviewed the Palatino Homeowners Association maps. Once completed a final review was done on the Request for Proposal (RFP) document for regularly scheduled landscape maintenance work.

**DISCUSSION/ANALYSIS:**

A notice was posted with specifications requesting proposals for general landscape maintenance of the common area within the community of Palatino in the City of Calabasas. Four companies attended the mandatory information session and were eligible to provide a proposal packet based on the specifications provided. Of the four companies one company declined and apologized they could not provide a proposal at this time do to the trouble they are having with acquiring/hiring qualified staff. A second company provided no explanation for not submitting a proposal packet leaving two companies who did submit proposal packets. The submitted proposals were opened and reviewed by the City’s Consulting Landscape Architect, the City’s Associate Engineer, and the City’s Landscape Maintenance District Manager, the results are below.

**ANNUAL PROPOSED AMOUNT SUBMITTED  
ELECTRICAL EQUIPMENT ONLY TO BE USED**

	<u>American Heritage</u>	<u>Venco Western</u>	<u>Azteca Landscape</u>	<u>Parkwood</u>
<b>Palatino HOA Zone 14</b>	\$57,723.76*	\$78,090.59	Declined	No Submittal

**\* Apparent Low Bidder**

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

**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:

Palatino HOA	22-322-5712-14
Zone 14	

The proposal specification has an annual Consumer Price Index (CPI) increase built into the agreement language, beginning with the second year of the agreement and continuing each year until the end of the agreement. 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 code.

Certain additional work is covered under the Unit Price List in the proposal specification and is considered to be Extra Work. Funding for extra work comes from Fund 22: Landscape Maintenance District 22 assessment account designated for each Landscape Lighting Act District (LLAD) 22 HOA. The City Landscape District Maintenance Manager may utilize funds from Fund 22 assessment account for emergency work and/or extra work. Or, the HOA 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 this account.

Below a tally for Palatino HOA for five years of general landscape maintenance and additional/unexpected extra work that may or may not be required for the property over the next five years. The additional/unexpected cost is based on the past expense history and is an estimate. All equipment that will be used by the contractor for this Professional Service Agreement will be electrical.

In the following Professional Services Agreement you will find the proposal

<b>PALATINO HOA ZONE 14</b>	<b>Annual Cost</b>		<b>Total 5-Year Cost</b>
General Landscape Maintenance	\$57,723.76		\$288,618.80
Additional/Unexpected Cost Irrigation repair, Tree trimming, Tree removal, Landscape lighting repair, Landscape monument signage repair, Weather and emergency repair, and Special projects	\$44,876.24		\$224,381.20
<b>Total Annual Price</b>	<b>\$102,600.00</b>	<b>Total Price 5-Years</b>	<b>\$513,000.00</b>

schedule and the work area maps for Palatino HOA Zone 14. Also included is the Anti-Rodenticide Provision.

**REQUESTED ACTION:**

Move to award a Professional Service Agreement for a total of five years not to exceed \$513,000.00 to American Heritage Landscape LP., for the general landscape maintenance of the common areas and additional or unexpected cost located within Palatino HOA Zone 14, within Landscape Lighting Act District Twenty Two (LLAD 22).

**ATTACHMENTS:**

- ATTACHMENT A: Professional Services Agreement
- EXHIBIT A: Work Schedule
- EXHIBIT B: Unit Price List
- EXHIBIT C: Anti-Rodenticide Provision