



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: JANUARY 12, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: RECOMMEDATION TO APPROVE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH AZTECA LANDSCAPE FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS OUTSIDE INDIVIDUAL HOMEOWNER ASSOCAITIONS AND COMMERCIAL PROPERTIES WITHIN LANDSCAPE MAINTENANCE DISTRICTS 24, 27, & 32 WHICH WILL EXTEND THE DURATION OF THE CONTRACT THROUGH MARCH 31, 2023 AND TO INCREASE THE NOT TO EXCEED AMOUNT TO ONE MILLION FIFTY THOUSAND DOLLARS (\$1,050,000)**

**MEETING DATE: JANUARY 25, 2023**

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**SUMMARY RECOMMENDATION:**

Recommendation to approve Amendment No. 2 to the Professional Services Agreement with Azteca Landscape for Landscape Maintenance of the Common Areas Outside Individual Homeowner Associations and Commercial Properties within Landscape Districts 24, 27, and 32 which will extend the duration of the contract through March 31, 2023 and to increase the not to exceed amount to One Million Fifty Thousand Dollars (\$1,050,000.00).

**BACKGROUND:**

The City’s current contractor for Landscape Lighting Act Districts 24, 27 and 32 is Azteca Landscape. The Professional Services Agreement is a five-year agreement and is scheduled to expire on the first of February 2023.

Currently a Request For Proposal (RFP) was sent out and proposal packets have been received. The new Professional Services Agreement for the districts will be for a five (5) year term with only the possibility of an annual CPI increase.

**DISCUSSION/ANALYSIS:**

Proposal packets have been received. A total of ten companies attended the Request For Proposal (RFP) mandatory information session. Currently six of the companies submitted proposal packets which are currently under review by staff. In order to thoroughly review the submitted documents it has been determined that staff will require more time to ensure all required documents are adequately completed.

Staff requests and recommends Amendment No. 2 to the original agreement with Azteca Landscape, Inc., to ensure all necessary landscape services for the LLA Districts continue and remain uninterrupted until a new services contractor is determined and an agreement is awarded. The table below includes all agreements issued and/or requested:

Initial (5) year Professional Services Agreement (PSA) total price included but not limited to: General Maintenance, irrigation repair, tree trimming, tree work, tree planting, and unforeseen emergencies.	\$750,000.00
Amendment No. 1 Issued to address Pandemic COVID-19	\$205,000.00
Amendment No. 2	\$95,00.00
<b>Total Agreement Amount</b>	<b>\$1,050,000.00</b>

**FISCAL IMPACT/SOURCE OF FUNDING:**

The funding for these areas is available and will be utilized from the current fiscal years budget funds listed below:

- Fund 24: Division: 323 – LLAD 24
- Fund 27: Division: 324 – LLAD 27
- Fund 32: Division: 325 – LLAD 32

**REQUESTED ACTION:**

Recommendation to approve Amendment No. 2 to the Professional Services Agreement with Azteca Landscape for Landscape Maintenance of the Common Areas Outside Individual Homeowner Associations and Commercial Properties within Landscape Districts 24, 27, and 32 which will extend the duration of the contract through March 31, 2023 and to increase the not to exceed amount to One Million Fifty Thousand Dollars (\$1,050,000.00).

**ATTACHMENTS:**

Exhibit A – Amendment No. 2

Exhibit B – Maps 24, 27, & 32