



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JANUARY 30, 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: RECOMMENDATION TO APPROVE AMENDMENT NO. 1 TO THE EMERGENCY PROFESSIONAL SERVICES AGREEMENT WITH NEWBURY PARK TREE SERVICE FOR LANDSCAPE MAINTENANCE SERVICES OF THE PUBLIC WORK AREAS WITHIN THE CITY OF CALABASAS, WHICH WILL EXTEND THE CONTRACT DURATION UNTIL AUGUST 31, 2023 AND INCREASE THE NOT TO EXCEED AMOUNT TO \$535,000

MEETING

DATE: FEBRUARY 8, 2023

SUMMARY RECOMMENDATION:

Recommendation to approve Amendment No. 1 to the Emergency Professional Services Agreement (PSA) with Newbury Park Tree Service for landscape maintenance services of the Public Work Areas within The City of Calabasas, which will extend the contract duration until August 31, 2023 and increase the not to exceed amount to \$535,000.00.

BACKGROUND:

In November of 2021, Venco Western, Inc. reached out to the City and announced they had sold. In December of 2021, the new owner(s) requested a meeting in which they requested a 35% increase on the current Professional Services Agreement (PSA) they had for the Public Works Areas Landscape Maintenance Services. The city denied their request since it cannot increase an agreed amount without proper procedure. On January 1 of 2022, Venco Western, Inc. provided in writing that they were canceling the agreement and providing a sixty-day notice as required.

DISCUSSION/ANALYSIS:

Staff began reaching out to several landscape maintenance companies to see if there was anyone interested in servicing these areas for the City. The issue was that the amounts were already pre-determined and we needed to find a contractor that could do the work at the already agreed cost for one-year.

Newbury Park Tree Service agreed to provide service and hire a special crew to provide general landscape maintenance services. Once the agreement was made, they provided a letter and an emergency Professional Service Agreement (PSA) was written up to prevent disruption in the service. Newbury Park Tree Service began work on March 1st 2022 and the agreement will end February 28th 2023.

The Request For Proposal (RFP) document need to be revised to reflect the new environmental medians, parkways and to include the ones currently in the construction/design stage. In order for these to be added to the RFP more time is required therefore an amendment to the existing agreement is required.

New RFP document has been started, new maps and frequencies for services are being modified and changed to include the Strategic Priority Plan Transition. To avoid any disruption of the landscape maintenance service, we are asking for an extension for six months.

Emergency Professional Agreement (PSA) 1-year total price included but not limited to: General Landscape Maintenance, irrigation repair, tree trimming, tree work, tree planting, and unforeseen emergencies.	\$307,000.00
Amendment No. 1	
Next Six-Months Estimated General Landscape Maintenance Cost:	\$58,200.00
Estimated Additional Services: Strategic Priority Plan Transition, tree trimming & removal, & emergencies.	\$169,800.00
Total Agreement Amount	\$535,000.00

FISCAL IMPACT/SOURCE OF FUNDING:

Budgeted monies from Fund 10 – General Fund: Division 321 – General Landscape Maintenance will be utilized for this work.

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

REQUESTED ACTION:

Recommendation to approve Amendment No. 1 to the Emergency Professional Services Agreement (PSA) with Newbury Park Tree Service for landscape maintenance services of the Public Work Areas within The City of Calabasas, which will extend the contract duration until August 31, 2023 and increase the not to exceed amount to \$535,000.00.

ATTACHMENTS:

Attachment A – Amendment No. 1

Attachment B – Maps Public Work Areas