



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: FEBRUARY 8, 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 PARKS WITHIN THE CITY OF CALABASAS, WHICH WILL EXTEND THE CONTRACT DURATION UNTIL AUGUST 31, 2023 AND INCREASE THE NOT TO EXCEED AMOUNT TO \$758,000

MEETING DATE: FEBRUARY 22, 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 parks within The City of Calabasas, which will extend the contract duration until August 31, 2023 and increase the not to exceed amount to \$758,000.00.

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 Parks 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 the parks. 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 to the parks. 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 new Request for Proposal (RFP) documents will be prepared in coordination with the Community Services Department needs. To avoid any disruption of the landscape maintenance service, we are asking for an extension of the existing agreement for six months. There is no scope of work change in the amendment. It includes general landscape maintenance and additional services which were included in the original agreement. The general landscape maintenance services cost is \$26,250/month. The amount added for additional services is estimated to cover special events, Strategic Priority Plan Transition work and unforeseen emergencies. The costs are summarized in the table below.

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.	\$390,000.00
Amendment No. 1	
Next Six-Months Estimated General Landscape Maintenance Cost:	\$157,500.00
Additional Services Included in Amendment No. 1:	

Special Events, Strategic Priority Plan Transition, and Unforeseen Emergencies:	\$210,500.00
Total Agreement Amount	\$758,000.00

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 parks within The City of Calabasas, which will extend the contract duration until August 31, 2023 and increase the not to exceed amount to \$758,000.00.

ATTACHMENTS:

- Attachment A – Amendment No. 1
- Attachment B – Maps (Parks)