



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: FEBRUARY 9, 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 AWARD TWO-YEAR PROFESSIONAL SERVICES AGREEMENTS TO AMERICAN HERITAGE LANDSCAPE LP FOR THE LANDSCAPE MAINTENANCE OF COMMON AREAS LOCATED WITHIN THE HOMEOWNER ASSOCIATIONS: BELLAGIO, ZONE 4; CALABASAS HILLS & ESTATES, ZONE 6; CALABASAS PARK, ZONE 7; LAS VILLAS, ZONE 11; CLAIRIDGE, ZONE 10; AND CALABASAS COUNTRY ESTATES, ZONE 5; WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS NOT TO EXCEED \$1,993,849.92

MEETING DATE: FEBRUARY 22, 2023

SUMMARY RECOMMENDATION:

Recommendation to award two-year professional services agreements (PSA's) to American Heritage Landscape LP for the landscape maintenance of common areas located within the homeowner associations: Bellagio, Zone 4; Calabassa Hills & Estates, Zone 6; Calabasas Park, Zone 7; Las Villas, Zone 11; Clairidge, Zone 10; and Calabasas Country Estates, Zone 5; within Landscape Lighting Act District 22 (LLAD 22) in the City of Calabasas not to exceed \$1,993,849.92.

Additionally, authorize the Landscape District Maintenance Manager to approve emergency landscape work as needed under the terms of the PSA with American Heritage Landscape LP in an amount not to exceed the monies budgeted in the funds designated for the landscape work.

BACKGROUND:

The City’s current contractor for landscape maintenance service at Bellagio HOA, Calabasas Hills & Estates, Calabasas Park, Las Villas, Clairidge, and Calabasas Country Estates is American Heritage Landscape LP. It was a one-year emergency contract which will expire on February 28, 2023.

Each of the six aforementioned Homeowner Association Boards submitted written letters noting their satisfaction of the services currently being provided and asked if they could retain American Heritage Landscape LP as their provider of landscape maintenance services at the current price. Staff reached out to American Heritage Landscape LP and discussion began. On February 9, 2023 they stated they would be happy to continue service for these six Associations at the current rate with only the possibility of the Consumer Price Index (CPI) increase.

In the nature of an extension of their existing contracts, the new contracts will be under the same terms and conditions but for two years with no contract extensions.

DISCUSSION/ANALYSIS:

In general, the scope of work this contract consists of, but is not limited to landscape maintenance of landscape spaces, including mowing, edging, weeding, pruning of shrubs and groundcovers, litter clean-up, and tree trimming for pedestrian clearances within the locations shown on the work area maps enclosed.

The yearly contract amount includes the scope of work, it does not make provisions for unforeseen or emergency work. However the additional work has an estimated dollar amount and was calculated and is included in the budget in case of such occurrences.

Below is a cost break-down of the six Homeowner Associations:

	Annual Cost	2 – Year Price
Bellagio – Zone 4		
General Landscape Maintenance	\$87,712.00	\$175,424.00
Emergencies/Irrigation Repair/Tree Work	\$59,000.00	\$118,000.00
	Zone 4 Price	\$293,424.00
Calabasas Country Estates – Zone 5		
General Landscape Maintenance	\$31,616.00	\$63,232.00
Emergencies/Irrigation Repair/Tree Work	\$25,000.00	\$50,000.00
	Zone 5 Price	\$113,232.00
Calabasas Hills & Estates – Zone 6		
General Landscape Maintenance	\$237,466.50	\$474,933.00
Emergencies/Irrigation Repair/Tree Work	\$121,525.00	\$243,050.00
	Zone 6 Price	\$717,983.00
Calabasas Park – Zone 7		
General Landscape Maintenance	\$100,580.00	\$201,160.00
Emergencies/Irrigation Repair/Tree Work	\$125,000.00	\$250,000.00
	Zone 7 Price	\$451,160.00
Clairidge – Zone 10		
General Landscape Maintenance	\$60,000.00	\$120,000.00
Emergencies/Irrigation Repair/Tree Work	\$55,000.00	\$110,000.00
	Zone 10 Price	\$230,000.00
Las Villas – Zone 11		
General Landscape Maintenance	\$52,125.46	\$104,250.92
Emergencies/Irrigation Repair/Tree Work	\$41,900.00	\$83,800.00
	Zone 11 Price	\$188,050.92

TOTAL PRICE FOR ALL SIX ZONES/COMMUNITIES: \$1,993,849.92

FISCAL IMPACT/SOURCE OF FUNDING:

The funding for these areas is available and will be utilized from the following fund 22: Landscape Maintenance District 22 assessment accounts:

Bellagio – Zone 4	22-322-5712-04
Calabasas Country Estates – Zone 5	22-322-5712-05

Calabasas Hills & Estates – Zone 6	22-322-5712-06
Calabasas Park – Zone 7	22-322-5712-07
Clairidge – Zone 10	22-322-5712-10
Las Villas – Zone 11	22-322-5712-11

An annual Consumer Price Index (CPI) increase is built into the contract language and 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 codes.

The cost of certain additional unforeseen and emergency work is considered to be extra work. Funding for extra work comes from Fund 22; Landscape Maintenance District 22 assessment accounts designated for each HOA if funds are available. Written approval by the City Public Works Director or City Landscape Manager is required.

Staff recommends that funding be approved and that the budget be adjusted accordingly.

REQUESTED ACTION:

Recommendation to award two-year professional services agreements (PSA’s) to American Heritage Landscape LP for the landscape maintenance of common areas located within the homeowner associations: Bellagio, Zone 4; Calabassa Hills & Estates, Zone 6; Calabasas Park, Zone 7; Las Villas, Zone 11; Clairidge, Zone 10; and Calabasas Country Estates, Zone 5; within Landscape Lighting Act District 22 (LLAD 22) in the City of Calabasas not to exceed \$1,993,849.92.

ATTACHMENTS:

- Exhibit A: Letters from Homeowner Association Communities
- Exhibit B: Professional Services Agreements
- Exhibit C: Maps
- Exhibit D: Letters from American Heritage Landscape LP
- Exhibit E: Articles of Agreement (Previous Contracts)