



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: MARCH 13, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: RECOMMENDATION TO AWARD A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT TO AZTECA LANDSCAPE FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS OUTSIDE INDIVIDUAL HOMEOWNERS ASSOCIATIONS WITHIN LANDSCAPE LIGHTING ACT DISTRICTS 24 AND 27 IN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$1,176,911.90.**

**MEETING DATE: MARCH 22, 2023**

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**SUMMARY RECOMMENDATION:**

Recommendation to award a five-year professional services agreement (PSA) to Azteca Landscape for the Landscape Maintenance of the Common Areas Outside Individual Homeowners Associations within the Landscape Districts 24 and 27 in the City of Calabasas, in an amount not to exceed \$1,176,911.90 which includes the Consumer Price Index (CPI) increase and any unforeseen emergencies and weather-related events that will require extra work over the next five years.

**BACKGROUND:**

The City’s current landscape contractor for this work is Azteca Landscape; the contract was for five years and will expire on March 31, 2023. Since the contract was expiring it was determined that a Request for Proposals (RFP) was needed. The new contract will be for five years and expire on March 31, 2028.

**DISCUSSION/ANALYSIS:**

In general, the scope of this contract consists of, but is not limited to landscape maintenance of parkways, median islands and open space slopes including mowing and edging, weeding, sweeping, pruning of shrubs, groundcover care, fertilizing, litter clean-up and tree trimming for clearances within the locations shown on the work area maps that are a part of and included in the Professional Services Agreement enclosed.

The City Attorney has determined it is appropriate to classify the Landscape Maintenance of Common Areas Outside Individual Homeowners Associations within the Landscape Maintenance Districts 24 and 27 and contract as maintenance work and not as a Capital Improvement Project. Therefore, this contract qualified to be advertised as a Request For Proposal (RFP), which does not require a public bid process. Consequently, the City is not required to award the contract on the basis of the lowest bid, but will make an award in the best interest of the City and within available budgets after all of the factors had been evaluated.

On December 21<sup>st</sup> 2022 the Request for Proposal (RFP) was issued. Potential landscape contractors were notified and provided documents who were on the City’s contact list and the information was posted on the City Website. The City also posted the documents for any additional interested landscape contractors on Ventura and LA County Contractors’ Association Plan Room. Within the RFP a mandatory information session was held on Wednesday, January 4<sup>th</sup> 2023 and ten companies attended. On Thursday, January 12<sup>th</sup> 2023, the City received six proposal packets.

All proposal packets were then placed into an evaluation matrix and reviewed. In the end only two companies turned in completed documents without errors. The companies and the proposed amounts are listed below:

	<b>Azteca</b>	<b>Newbury Park</b>
<b>District 24</b>	\$127,885.14	\$181,238.78
<b>District 27</b>	\$32,497.24	\$39,138.26
<b>Total Annual Price</b>	<b>\$160,382.38</b>	<b>\$220,377.04</b>

The annual basic landscape maintenance cost and the five-year total price is broken-down below:

<b>Azteca Landscape</b>	<b>Annual Cost</b>	<b>5 Year Price</b>
LMD 24 General Landscape Maintenance	\$127,885.14	\$639,275.70
LMD 24 Emergencies/Irrigation Repair/ Tree Work	\$50,000.00	\$250,000.00
LMD 27 General Landscape Maintenance	\$32,497.24	\$162,486.20
LMD 27 Emergencies/Irrigation Repair/ Tree Work	\$25,000.00	\$125,000.00
<b>TOTAL PRICE</b>	<b>\$235,382.38</b>	<b>\$1,176,911.90</b>

**FISCAL IMPACT/SOURCE OF FUNDING:**

Budgeted monies from the following funds will be utilized for this work.

- Fund 24: Division: 323 – LMD 24
- Fund 27: Division: 324 – LMD 27

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

**REQUESTED ACTION:**

Recommendation to award a five-year professional services agreement (PSA) to Azteca Landscape for the Landscape Maintenance of the Common Areas Outside Individual Homeowners Associations within the Landscape Lighting Act Districts 24 and 27 in the City of Calabasas, in an amount not to exceed \$1,176,911.90 which includes the Consumer Price Index (CPI) increase and any unforeseen emergencies and weather-related events that will require extra work over the next five years.

**ATTACHMENTS:**

- Exhibit A – Professional Services Agreement
- Exhibit B – Maps