



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 10, 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 PROFESSIONAL SERVICES AGREEMENT WITH AMERICAN HERITAGE LANDSCAPE LP FOR LANDSCAPE MAINTENANCE OF COMMON AREAS LOCATED WITHIN THE CALABASAS PARK ESTATES HOMEOWNERS ASSOCIATION, ZONE 8, WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS WHICH WILL EXTEND THE DURATION OF THE CONTRACT THROUGH FEBRUARY 28, 2025 AND TO INCREASE THE NOT TO EXCEED AMOUNT TO \$3,247,000

MEETING DATE: MARCH 22, 2023

SUMMARY RECOMMENDATION:

Recommendation to approve amendment No. 1 to the Professional Services Agreement with American Heritage Landscape LP for landscape maintenance of common areas located within the Calabasas Park Estates Homeowners Association, Zone 8, within Landscape Lighting Act District 22 in the City of Calabasas which will extend the duration of the contract through February 28, 2025n and to increase the not to exceed amount to \$3,247,000.

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:

In September 2021 the landscape maintenance service for Calabasas Park Estates Zone 8 went out for a Request for Proposals. At the mandatory information session five contractors attended. The award went to the lowest responsible contractor which was Venco Western in October 2021 for a five-year term. In January 2022 Venco Western, Inc. announced they had new owners and provided a letter that they would not be able to provide landscape service to Calabasas Park Estates Zone 8. When this occurred, the City reached out to the next lowest responsible contractor which was American Heritage Landscape LP who have been providing service since February 2022 on a one-year emergency professional service agreement. American Heritage agreed to honor the terms and the cost from the Venco original agreement (Exhibit E).

The City reached out in January 2023 to several landscape contractors and inquired about the possible cost increase for several communities. All stated that the annual price would go up due to inflation and other economic increases. The City spoke to Calabasas Park Estates and to American Heritage Landscape LP and American Heritage agreed to hold the price for two years with only the possibility of a Consumer Price Index (CPI) increase. This will still be within the 5-year term of the original award. Venco's five-year contract would also have been affected by a CPI increase. The City's Chief Financial Officer stated that the amount of this year's CPI will be 7.46%. Since they are willing to hold the price, Calabasas Park Estates Zone 8 Board of Directors asked that the contract not go out to bid so that their 425 homeowners in the community would not be burdened with extra costs. Calabasas Park Estates Zone 8 is happy with the current service being provided and have provided a letter which is included with the other documents.

The nature of an extension to an existing contract is that the new contract will be under the same terms and conditions but for two years with no contract extensions. Staff is currently preparing new documents for a Request for Proposal in the next 12-18 months.

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 map 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 that was calculated and is included in the budget in case of such occurrences.

Below is an assessed break down of the LLAD revenue received from Zone 8:

	Annual Cost	2 – Year Price
General Landscape Maintenance Amendment No. 1	\$258,500.00	\$517,000.00
Possible Additional Services: Emergencies/Irrigation Repair/Tree Work	\$211,500.00	\$423,000.00
	Total Cost	\$940,000.00
Emergency PSA (Original 5-year amount)		\$2,307,000.00
	New Total Not To Exceed	\$3,247,000.00

FISCAL IMPACT/SOURCE OF FUNDING:

The funding for this area is available and will be utilized from the following fund 22: Landscape Maintenance District 22 assessment account:

Calabasas Park Estates – Zone 8 22-322-5712-08

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 code.

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 approve amendment number 1 to the Professional Services Agreement with American Heritage Landscape LP for landscape maintenance of common areas located within the Calabasas Park Estates Homeowners Association,

Zone 8, within Landscape Lighting Act District 22 in the city of Calabasas which will extend the duration of the contract through February 28, 2025 and to increase the not to exceed amount to \$3,247,000.00.

ATTACHMENTS:

- Exhibit A: Letter from Homeowner Association Community
- Exhibit B: Amendment 1
- Exhibit C: Map
- Exhibit D: Letter from American Heritage Landscape LP
- Exhibit E: Previous Professional Services Agreement