



*CITY of CALABASAS*

**CITY COUNCIL AGENDA REPORT**

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**DATE:** APRIL 17, 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 AMERICAN LANDSCAPE LP FOR LANDSCAPE MAINTENANCE OF COMMON AREAS LOCATED WITHIN THE CALABASAS PARK ESTATES HOMEOWNER ASSOCIATION WHICH WILL EXTEND THE CONTRACT DURATION UNTIL AUGUST 31, 2023 AND INCREASE THE NOT TO EXCEED AMOUNT TO \$2,486,523.95

**MEETING DATE:** APRIL 26, 2023

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**SUMMARY RECOMMENDATION:**

Recommendation to approve Amendment No. 1 to the Emergency Professional Services Agreement (PSA) with American Landscape LP for landscape maintenance of common areas located within the Calabasas Park Estates Homeowner Association which will extend the contract duration until August 31, 2023 and increase the not to exceed amount to \$2,486,523.95.

**BACKGROUND:**

In September 2021 the landscape maintenance service for Calabasas Park Estates Zone 8 went out for a Request for Proposal. 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 agreed to take over the landscape maintenance on an Emergency Professional Services Agreement (PSA) for one year and honor the terms and the cost from the Venco Western original agreement.

**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 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 representatives 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 still would have been within the 5-years of the original Professional Services Agreement (PSA). This would also need approval from the City Council.

Staff took this information and backup documents and requested to be placed on the City Council Meeting Agenda schedule for March 22, 2023. All documents and back up letters from the Calabasas Park Estates Homeowners Association and American Heritage LP were part of the council package.

At the March 22, 2023 council meeting the agenda item was pulled and at the direction of City Council they directed the Public Works Department and the Landscape Division to please take the services out for a Request for Proposal.

With this direction staff is currently working and preparing documents for Calabasas Park Estates Zone 08 for a Request for Proposal (RFP). To avoid any disruption of the landscape maintenance service, we are asking for an amendment to the existing Emergency Professional Services Agreement to August 31, 2023. There is no scope of work change in the amendment. It includes the monthly general landscape maintenance cost and additional services which were included in the Emergency Professional Services Agreement (PSA). The costs are summarized in the table below.



Exhibit A: Amendment No.1  
Exhibit B: Articles of Agreement (Previous Contract)