



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: AUGUST 14, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: PHILIP LANZAFAME, INTERIM PUBLIC WORKS DIRECTOR  
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE  
MANAGER**

**SUBJECT: RECOMMENDATION TO AWARD A FIVE-YEAR PROFESSIONAL  
SERVICES AGREEMENT TO NEWBURY PARK TREE SERVICE INC.  
FOR LANDSCAPE MAINTENANCE OF CITY PARKS WITHIN THE CITY  
OF CALABASAS NOT TO EXCEED \$3,372,753.45.**

**MEETING**

**DATE: AUGUST 23, 2023**

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**SUMMARY RECOMMENDATION:**

Recommendation to award a five-year professional services agreement to Newbury Park Tree Service Inc. for Landscape Maintenance of City Parks within the City of Calabasas in an amount not to exceed \$3,372,753.45.

**BACKGROUND:**

Newbury Park Tree Service Inc. is the city's current contractor for landscape maintenance under an emergency contract. In November 2021, Venco Western, Inc. reached out to the City and announced the company had been sold. In December of 2021, the new owner(s) asked for a meeting in which they requested a 35% increase on the current Professional Services Agreement (PSA) they had for the Parks Landscape Maintenance Services. Without sufficient justification to warrant a higher fee, the city denied their request. On January 1<sup>st</sup> of 2022, Venco

Western, Inc. terminated their agreement with the City by providing a 60-day written notice as required by the termination clause of the agreement.

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.

Newbury Park Tree Service, Inc. agreed to assume the contract under its current terms and have been providing emergency landscape maintenance service since March 1<sup>st</sup> 2022. The current emergency service agreement expires on August 31<sup>st</sup> 2023.

### **DISCUSSION/ANALYSIS:**

The new Request for Proposal (RFP) documents have been prepared in coordination and with input from the Community Services Department. In general, the scope of work consists of, but is not limited to, maintenance of landscape planters, turf areas, irrigation systems, various hardscape areas, play areas, and sidewalks within the City parks as shown on the work area maps attached (General Landscape Maintenance). In addition, the contract includes an allowance for unanticipated activities such as irrigation repair, emergency or weather-related repairs and needs for special events. For budgeting purposes, prior 5-year averages were used to estimate the extent of those costs.

Once the documents were completed, staff published the Request for Proposal (RFP) documents on July 13<sup>th</sup> 2023. These documents were sent to ten potential landscape contractors on the City's contact list and were posted on the city website. Staff also issued and posted the documents to six bid rooms (services announcing bid opportunities): Bid America, Construct Connect, Construction Bid Board, Construction Market Data, F.W. Dodge/McGraw Hill, One Team Pro Services, and Ventura County Contractors Association Plan Room. Within the RFP, a mandatory information session was held and ten prospective bidders attended the meeting on July 18<sup>th</sup> 2023. The following is the list of those that attended:

- American Heritage Landscape
- Azteca Landscape, Inc.
- Commercial Custodial Services
- EPI Janitorial LLC
- Four Seasons Landscaping
- Green Garden Inc.
- Newbury Park Tree Service, Inc.
- Slade Landscaping, Inc.

- Parkwood Landscaping Inc.; and
- Stay Green Inc.

On July 31<sup>st</sup> 2023, the City received two proposal packets from Newbury Park Tree Service, and Stay Green Inc. The proposal summary for the General Landscape Maintenance is below:

<u>PROPOSER</u>	<u>PROPOSAL ANNUAL AMOUNT</u>
Newbury Park Tree Service, Inc.	\$413,027.74
Stay Green, Inc.	\$943,474.22

After receiving only two proposal packets, staff reached out to six of the companies that were qualified to provide proposal packets. Two contractors declined since it is prevailing wage. Another declined because they are currently having staffing issues. The remaining three contractors shared that they wanted to put their efforts towards the proposal for Calabasas Park Estates HOA Landscape Maintenance RFP packet under LLAD 22.

After reviewing all proposal documents and verifying licenses, staff reached out to both contractors and requested interviews. The interviews took place at City Hall – Heather Melton and Luis Hernandez from Public Works were joined by Aimee Haber who represented the Community Services Department.

Once the interviews and the evaluation matrix were completed, staff discussed qualifications and the proposals and it was determined that Newbury Park Tree Service, Inc. had the best understanding of the needs of the City of Calabasas Parks. In addition to having the lower bid, Newbury Park Tree Service, Inc. has an excellent work and safety record and a productive relationship with both the city staff and many members of the Calabasas community.

Below is a breakdown for the 5-years of the agreement. The General Landscape Maintenance figure is what was proposed by the contractor. The other items in the scope are based on the prior 5-year usage. For budgeting purposes, a 5% inflator was included on all elements of the scope to represent anticipated CPI increases.

	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Fiscal Year 2026-27	Fiscal Year 2027-28
<b>PARKS General Landscape Maintenance</b>	\$413,027.74	\$433,679.13	\$455,363.09	\$478,131.24	\$502,037.80
<b>Irrigation Repairs</b>	\$75,000.00	\$78,750.00	\$82,687.50	\$86,821.87	\$91,162.97
<b>Strategic Priority Plan Transition/Emergencies- Weather Events/Special Events</b>	\$125,000.00	\$127,597.05	\$134,159.55	\$141,050.18	\$148,285.33
<b>Total Cost</b>	<b>\$613,027.74</b>	<b>\$640,026.18</b>	<b>\$672,210.14</b>	<b>\$706,003.29</b>	<b>\$741,486.10</b>

**Total Price 5 Years: \$3,372,753.45**

**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 award a five-year professional services agreement to Newbury Park Tree Service Inc. for Landscape Maintenance of City Parks within the City of Calabasas in an amount not to exceed \$3,372,753.45 which includes Consumer Price Index (CPI) increases for the duration of the contract.

**ATTACHMENTS:**

- Attachment A – Work Area Maps
- Attachment B – Parks Fee Schedule
- Attachment C – Professional Services Agreement