



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

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 PUBLIC WORKS STREET MEDIANS AND CERTAIN SIDEWALK AND PARKWAY AREAS WITHIN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$3,471,522.00.

MEETING

DATE: AUGUST 23, 2023

SUMMARY RECOMMENDATION:

Recommendation to award a five-year professional services agreement to Newbury Park Tree Service Inc. for Landscape Maintenance of Public Works street medians and certain sidewalk and parkway areas within the City of Calabasas in an amount not to exceed \$3,471,522.00 which will include Consumer Price Index (CPI) increase for each year accordingly.

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 Public Works Street Maintenance Services. Without sufficient justification to warrant a higher fee, the city denied their request. On January 1st 2022, Venco Wester, 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 Public Works locations. 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 quickly hired an additional landscape crew to service the City of Calabasas; they have been providing emergency landscape maintenance service since March 1st 2022. The current emergency service agreement expires on August 31st 2023.

DISCUSSION/ANALYSIS:

The new Request for Proposal (RFP) documents have been prepared in coordination with the Public Works Street Superintendent and the Deputy Public Works Director. In general, the scope of work consists of, but is not limited to, maintenance of landscape planters, environmental medians and parkways, turf areas, irrigation systems, various hardscape areas, various sidewalk areas and certain round-about planters, and freeway on/off ramps (General Landscape Maintenance). Subject areas are shown on the work area maps attached. 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 and reviewed the Request for Proposal (RFP) were published and issued on July 14th 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 they were: 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 six prospective bidders on July 20th 2023 attended:

- American Heritage Landscape
- Azteca Landscape, Inc.
- Far East Landscape
- Four Seasons Landscaping
- Green Garden Inc.
- Newbury Park Tree Service, Inc.

On July 31st 2023, the City received three proposal packets. The proposers were: Four Seasons Landscaping, Newbury Park Tree Service, and Stay Green, Inc. The proposal summary is below:

<u>PROPOSER</u>	<u>PROPOSAL ANNUAL AMOUNT</u>
Four Seasons Landscaping	\$661,932.50
Newbury Park Tree Service, Inc.	\$498,258.00
Stay Green Inc.	\$657, 514.60

Having only three proposal packets returned, staff did inquire with the other three companies as to why they elected not to submit a proposal. One company was awarded the contract for the City of Downey in the middle of the RFP and were concerned about staffing. Another company explained they were placing their efforts towards the proposal for Calabasas Park Estates HOA landscape maintenance RFP packet under LLAD 22. Staff was unable to discern why the third company elected not to submit.

After reviewing each proposers packet, verifying licenses, and discussions staff reached out to all three 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 it was determined that Newbury Park Tree Service, Inc. had the best understanding of the needs of the City of Calabasas. In addition, Newbury Park Tree Service, Inc. submitted the lowest bid for the scope of work. Below are the results from the evaluation matrix.

PROPOSER	Matrix Evaluation #1	Matrix Evaluation #2	Matrix Evaluation #3	Total Points 300
Four Seasons Landscaping	80	80	74	234
Newbury Park Tree Service	90	86	88	264
Stay Green, Inc.	Disqualified Did Not Attend the Mandatory Meeting	Disqualified Did Not Attend the Mandatory Meeting	Disqualified Did Not Attend the Mandatory Meeting	0

Staff feels that Newbury Park Tree Inc. showed a clear understanding of the (RFP). Newbury Park Tree Service Inc. also has shown 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:

	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Fiscal Year 2026-27	Fiscal Year 2027-28
Public Works General Landscape Maintenance	\$498,258.00	\$523,170.90	\$549,329.46	\$576,795.92	\$605,635.72
Irrigation Repair	\$75,000.00	\$78,750.00	\$82,687.50	\$86,821.88	\$91,162.97
Strategic Priority Plan Transition/Emergencies-Weather Events/Special Events	\$55,000.00	\$57,750.00	\$60,669.38	\$63,669.35	\$66,852.80
Total Cost	\$628,258.00	\$659,670.90	\$692,654.46	\$727,287.15	\$763,651.49

Total Price 5 Years: \$3,471,522.00

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 public works street medians and certain sidewalk and parkway areas within the City of Calabasas in an amount not to exceed \$certain sidewalk and parkway areas within the City of Calabasas in an amount not to exceed \$3,471,522.00 which includes a Consumer Price Index (CPI) increase for each year accordingly.

ATTACHMENTS:

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