



**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 APPROVE A THREE-YEAR PROFESSIONAL  
SERVICES AGREEMENT WITH ALL TERRAIN LANDSCAPING INC. FOR  
LANDSCAPE MAINTENANCE OF THE COMMON AREAS OF  
CALABASAS PARK ESTATES HOMEOWNER ASSOCIATION WITHIN  
LANDSCAPE LIGHTING ACT DISTRICT 22 WITHIN THE CITY OF  
CALABASAS IN AN AMOUNT NOT TO EXCEED \$1,309,899.97**

**MEETING**

**DATE: AUGUST 23, 2023**

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**SUMMARY RECOMMENDATION:**

Recommendation to approve a three year professional services agreement with All Terrain Landscaping Inc. for landscape maintenance of the common areas of Calabasas Park Estates Homeowner Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$1,309,899.97. The three-year cost includes CPI adjustments.

**BACKGROUND:**

American Heritage Landscape LP is the city's current contractor providing landscape maintenance service to the common areas within the community of Calabasas Park Estates HOA under an emergency contract. In November 2021, then-contracted Venco Western, Inc. reached out to the City and announced the company had 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 Common Areas Landscape Maintenance Services for Calabasas Park Estates HOA. Without sufficient justification to warrant a higher fee, the city denied their request. On January 1<sup>st</sup> 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 landscape maintenance of common areas for Calabasas Park Estates HOA. 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.

American Heritage Landscape LP 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 will end on August 31<sup>st</sup> 2023.

#### **DISCUSSION/ANALYSIS:**

The new Request for Proposal (RFP) documents have been prepared in coordination with input from senior staff and the property management company for Calabasas Park Estates HOA. In general, the scope of work consists of, but is not limited to, maintenance of landscape planters, landscape slopes, turf areas, irrigation system, various hardscape areas, and sidewalks within the community of Calabasas Park Estates HOA 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, refurbishment to planters and slopes, and needs for special events. For budgeting purposes, prior 5-year averages were used to estimate the extent of those costs. The HOA was adamant that they wanted a minimum 5-person crew and an irrigation technician assigned to the project.

Once the documents were completed, staff published the Request for Proposal (RFP) documents on July 20<sup>th</sup> 2023. These documents were sent to ten potential landscape contractors on the City's contract list and were posted on the city website. Staff also issued and posted the documents to six bid rooms (services announcing bid opportunities): Bid American; 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 eight prospective bidders attended the meeting on July 26<sup>th</sup> 2023. The following is the list of those that attended:

- American Heritage Landscape LP
- All Terrain Landscaping Inc.
- Far East Landscape & Maintenance
- Newbury Park Tree Service, Inc.
- Parkwood Landscape Inc.
- SGD Enterprises dba Four Seasons Landscaping
- Stay Green Inc.
- Venco Western, Inc.

On August 4<sup>th</sup> 2023, the City received five proposal packets from All Terrain Landscaping Inc., American Heritage Landscape LP, SGD Enterprises DBA Four Seasons Landscaping, Say Green Inc., and Parkwood Landscape Inc. The proposal summary for the General Landscape Maintenance is below:

<u>PROPOSER</u>	<u>PROPOSAL ANNUAL AMOUNT</u>
All Terrain Landscaping Inc.	\$345,738.29
American Heritage Landscape LP	\$310,155.24
SGD Enterprises DBA Four Seasons Landscaping	\$395,986.60
Stay Green Inc.	\$1,010,081.20
Parkwood Landscape Inc.	\$299,987.85

After reviewing all proposal documents, and verifying licenses, staff reached out to four out of the five landscape companies and requested interviews; Stay Green Inc. was so much more costly as to eliminate them from further consideration. The interviews took place at City Hall by Heather Melton and Luis Hernandez from Public Works.

Once the interviews and the evaluation matrix were completed, staff discussed qualifications and the proposals with the property management company for the Calabasas Park Estates HOA. The HOA representatives indicated a strong preference for All Terrain Landscaping Inc. given their commitment to a five-man crew plus a full time irrigation technician dedicated to their maintenance and All Terrain Landscape’s owner’s commitment to act as the account manager: the other proposers could not commit to that level of service. Last, during the

interview phase, All Terrain Landscaping Inc. agreed to reduce their price and maintain the proposed labor and frequency in order to meet the assessment dollars available. Because of the high evaluation matrix, the delivery of preferred level of service and their good standing in the community, staff agrees that All Terrain Landscaping Inc. would be the best fit for Calabasas Park Estates HOA.

Below is a breakdown for the 3-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 3-year usage. For budgeting purposes 3-5% 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
General Landscape Maintenance	\$325,511.49	\$341,787.06	\$358,876.42
Irrigation Repairs	\$35,000.00	\$36,750.00	\$38,587.50
Landscape Refurbishment/Unforeseen Emergencies and Weather Events/Tree Work	\$55,000.00	\$57,750.00	\$60,637.50

Total Price for 3-Years: \$1,309,899.97

**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

**REQUESTED ACTION:**

Recommendation to approve a three year professional services agreement with All Terrain Landscaping Inc. for landscape maintenance of the common areas of Calabasas Park Estates Homeowner Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$1,309,899.97. The three-year cost includes CPI adjustments.

**ATTACHMENTS:**

- Exhibit A: Calabasas Park Estates HOA Letter
- Exhibit B: Work Area Maps
- Exhibit C: Calabasas Park Estates Fee Schedule
- Exhibit D: Professional Services Agreement