



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 2, 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 PARKWOOD LANDSCAPE MAINTENANCE FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS OF CALABASAS HILLS AND ESTATES COMMUNITY ASSOCIATION WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 WITHIN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$1,513,501

MEETING

DATE: OCTOBER 11, 2023

SUMMARY RECOMMENDATION:

Recommendation to approve a three year professional services agreement with Parkwood Landscape Maintenance for landscape maintenance of the common areas of Calabasas Hills and Estates Community Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$1,513,501.00. 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 Hills and Estates Community Association 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 Hills and Estates Community Association. Without sufficient justification to warrant a higher fee, the city denied their request. On January 1st 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 Hills and Estates Community Association. 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 1st 2022. This current emergency service agreement ended on February 28th 2023 but they agreed to extend the agreement until new documents and maps could be revised and corrected to meet the needs of the community.

DISCUSSION/ANALYSIS:

The new Request for Proposal (RFP) documents have been prepared in coordination with input from senior staff, Calabasas Hills and Estates Community Association representative and their property manager. 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 Hills and Estates Community Association 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 4-person crew 5-days a week assigned to the project.

Once the documents were completed, staff published the Request for Proposal (RFP) documents on September 8, 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 seven prospective bidders attended the meeting on September 13, 2023. The following is the list of those that attended:

- American Heritage Landscape LP
- All Terrain Landscaping Inc.
- JAS Landscape LLC
- Newbury Park Tree Service, Inc.
- Parkwood Landscape Inc.
- SGD Enterprises dba Four Seasons Landscaping
- Stay Green Inc.

On September 22, 2023, the City received five proposal packets from All Terrain Landscaping Inc., JAS Landscape LLC, SGD Enterprises DBA Four Seasons Landscaping, Stay 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.	\$269,583.04
JAS Landscape LLC	\$2,048,140.00
SGD Enterprises DBA Four Seasons Landscaping	\$397,088.90
Stay Green Inc.	\$425,075.81
Parkwood Landscape Inc.	\$322,872.00

After receiving five proposal documents, and verifying licenses, staff reached out to all five landscape companies and requested interviews; JAS Landscape LLC 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 Hills and Estates Community Association. The HOA representatives and property manager indicated a strong preference for Parkwood Landscape Inc. given their commitment to a 4-man crew plus a full-time irrigation technician dedicated to their maintenance and Parkwood's owner's commitment to be present and

reachable at any time: the other proposers could not commit to that level of service. In addition, during the interview phase, All Terrain Landscaping Inc. did state they did not include an irrigation tech which concerned the Calabasas Hills and Estates Community Association property manager and representative.

Staff also reached out to the two contractors that did not provide proposal packets to inquire on the reasoning to decline. Newbury Park Tree Service, Inc. had concerns about staffing and locating a crew. American Heritage Landscape LP had concerns too about increased staffing and fulfilling the agreement.

After discussions, the high evaluation matrix, delivery of preferred level of service including an irrigation tech, and last their good standing in other communities, staff agrees that Parkwood Landscape Inc. would be the best fit for Calabasas Hills and Estates Community Association.

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 7% inflator was included on the general landscape maintenance element to represent anticipated CPI increases.

	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
General Landscape Maintenance	\$322,872.00	\$345,473.00	\$369,656.00
Irrigation Repairs	\$25,000.00	\$25,000.00	\$25,000.00
Landscape Refurbishment/Unforeseen Emergencies and Weather Events/Tree Work	\$93,500.00	\$93,500.00	\$93,500.00

Total Price for 3-Years: \$1,513,501.00

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 Hills & Estates Community Assn. – Zone 6 22-322-5712-06

REQUESTED ACTION:

Recommendation to approve a three year professional services agreement with Parkwood Landscape Maintenance for landscape maintenance of the common areas of Calabasas Hills and Estates Community Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$1,513,501.00. The three-year cost includes CPI adjustments.

ATTACHMENTS:

- Exhibit A: Calabasas Hills & Estates Community Association Letter
- Exhibit B: Work Area Maps
- Exhibit C: Calabasas Hills & Estates Community Association Fee Schedule
- Exhibit D: Professional Services Agreement