



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 30, 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 SGD ENTERPRISES DBA FOUR
SEASONS LANDSCAPING FOR LANDSCAPE MAINTENANCE OF THE
COMMON AREAS OF BELLAGIO HOMEOWNERS ASSOCIATION
WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 WITHIN THE CITY
OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$568,200.00**

MEETING

DATE: NOVEMBER 8, 2023

SUMMARY RECOMMENDATION:

Recommendation to approve a three year professional services agreement with SGD Enterprises DBA Four Seasons Landscaping for landscape maintenance of the common areas of Bellagio Homeowners Association within Landscape Lighting Act District 22 within the City of Calabasas in an amount not to exceed \$568,200.00. 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 Bellagio Homeowners 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 Bellagio Homeowners 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 Bellagio Homeowners 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, Bellagio Homeowners 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 Bellagio Homeowners 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 additional costs.

Once the documents were completed, staff published the Request for Proposal (RFP) documents on September 27, 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 six prospective bidders attended the meeting on October 4th 2023. The following is the list of those that attended:

- All Terrain Landscaping Inc.
- Azteca Landscape
- Parkwood Landscape Inc.
- SGD Enterprises dba Four Seasons Landscaping
- Slade Industrial Landscape
- Stay Green Inc.

On October 13th 2023, the City received four proposal packets from All Terrain Landscaping Inc., Parkwood Landscape Inc., SGD Enterprises DBA Four Seasons Landscaping, and Stay Green Inc. The proposal summary for the General Landscape Maintenance is below:

<u>PROPOSER</u>	<u>PROPOSAL ANNUAL AMOUNT</u>
All Terrain Landscaping Inc.	\$185,483.44
Parkwood Landscape Inc.	\$292,740.00
SGD Enterprises DBA Four Seasons Landscaping	\$236,444.16
Stay Green Inc.	Disqualified

Staff reached out to the two companies that did not turn in proposal packets to learn why they chose not to bid. Azteca Landscape explained they are still having trouble finding labor and were worried about staffing. Slade Industrial Landscape decided they currently could not take on any new clients at this time.

After receiving and reviewing the four proposal packets, staff realized the amounts exceeded the budgeted amount the Bellagio Homeowners Association had agreed upon for fiscal year 2023/2024. Since the amounts exceeded the budget, staff alerted the representative and property manager for Bellagio Homeowners Association to the situation. It was agreed to issue an Addendum requesting pricing for reduced service from a five day a week crew. Below are the results from Addendum No. 1:

<u>ADDENDUM NO.1</u> <u>PROPOSER</u>	<u>ANNUAL AMOUNT</u> <u>3-DAY A WEEK CREW</u>
All Terrain Landscaping Inc.	\$118,551.44
Parkwood Landscape Inc.	\$270,420.00
SGD Enterprises DBA Four Seasons Landscaping	\$147,400.00
Stay Green Inc.	Disqualified

Once the evaluation matrix was completed, staff discussed qualifications and the proposals with the representative and property management company for Bellagio Homeowners Association. The HOA property manager indicated a strong preference for SGD Enterprises DBA Four Seasons Landscaping given they have worked with them in the past and they were very satisfied. Also, the owner made a commitment to be involved and will be the direct contact person for the account and be reachable at any time. The owner also committed to keeping an irrigation tech one full day a week, which the other proposers could not.

After discussions, the high evaluation matrix score, delivery of preferred level of service including an irrigation tech, and their good standing in the past, staff agrees with the Bellagio representative and property manager that SGD Enterprises DBA Four Seasons Landscaping would be the best fit for Bellagio Homeowners Association.

Below is a breakdown for the 3-years of the agreement. The General Landscape Maintenance figure is what was proposed by the contractor in Addendum No.1. The other items in the scope are based on the prior 3-year usage. For budgeting purposes a 4% 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	\$147,400.00	\$153,296.00	\$159,428.00
Irr. Repairs/Landscape Refurbishment/Unforeseen Emergencies	\$36,026.00	\$36,025.00	\$36,025.00
Total Cost	\$183,426.00	\$189,321.00	\$195,453.00

Total Price for 3-Years: \$568,200.00

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:

Bellagio Homeowners Association – Zone 4 22-322-5712-04

REQUESTED ACTION:

Recommendation to approve a three year professional services agreement with SGD Enterprises DBA Four Seasons Landscaping for landscape maintenance of the common areas of Bellagio Homeowners Association within Landscape Lighting Act District 22 within the City of Calabasas in an amount not to exceed \$568,200.00. The three-year cost includes CPI adjustments.

ATTACHMENTS:

- Exhibit A: Bellagio Homeowners Association Email
- Exhibit B: Work Area Map
- Exhibit C: Bellagio Homeowners Association Fee Schedule
- Exhibit D: Professional Services Agreement