



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 15, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CURTIS CASTLE, PUBLIC WORKS DIRECTOR
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE
MANAGER

SUBJECT: RECOMMENDATION TO APPROVE A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH ALL TERRAIN LANDSCAPING INC. FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS OF CLAIRIDGE HOMEOWNER ASSOCIATION WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 WITHIN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$578,869.86

**MEETING
DATE:** MARCH 27, 2024

SUMMARY RECOMMENDATION:

Recommendation to approve a five year professional services agreement with All Terrain Landscaping Inc. for landscape maintenance of the common areas of Clairidge Homeowner Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$578,869.86. The five-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 Clairidge Homeowner 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 Clairidge Homeowner 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 Clairidge Homeowner 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, Clairidge Homeowner Association representative and their property management company Ross Morgan & Co., Inc. 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 Clairidge Homeowner 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 and discussed with the representatives of Clairidge Homeowner Association.

Once the documents were completed, staff published the Request for Proposal (RFP) documents on January 3rd 2024. 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 nine prospective

bidders attended the meeting on Thursday, January 11th 2024. 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.
- Royal Groundworx, Inc.
- SGD Enterprises dba Four Seasons Landscaping
- Slade Industrial Landscape
- Stay Green Inc.

On January 26th 2024, the City received six proposal packets from All Terrain Landscaping Inc., American Heritage Landscape, JAS Landscape LLC, Newbury Park Tree, 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.	\$91,303.59
American Heritage Landscape	\$68,988.00
JAS Landscape LLC	\$163,502.50
Newbury Park Tree	\$167,100.00
SGD Enterprises DBA Four Seasons Landscaping	\$108,846.84
Stay Green Inc.	\$102,862.05

Three of the bidders who did not turn in proposal packets were Parkwood Landscape., Royal Groundworx, Inc., and Slade Industrial Landscape. After reaching out to all three Slade Industrial Landscape stated at this time it just did not fit into their landscape portfolio. Parkwood Landscape, Inc. could not fit the time in with other bidding at the time. Royal Goundworx, Inc. did not respond to the message our office left.

After reviewing all proposal documents, and verifying licenses, staff reached out to five landscape companies and requested interviews; American Heritage Landscape did not complete the general documents within the RFP therefore they were eliminated from further consideration. The interviews took place at City Hall by Heather Melton, Tatiana Holden, and Soheil Sheikhlar from Public Works.

During the interviews with the proposers their calculations were discussed since some did not match once entered into the calculation matrix. Please see below:

<u>PROPOSER</u>	<u>PROPOSAL ANNUAL AMOUNT</u>	<u>CALCULATION MATRIX ANNUAL AMOUNT</u>
All Terrain Landscaping Inc.	\$91,303.59	\$91,303.59
American Heritage Landscape	\$68,988.00	Disqualified
JAS Landscape LLC	\$163,502.50	\$159,212,106.83
Newbury Park Tree	\$167,100.00	\$167,100.00
SGD Enterprises DBA Four Seasons Landscaping	\$108,846.84	\$108,846.84
Stay Green Inc.	\$102,862.05	\$92,454.15

Once the interviews and discussion were completed, staff discussed qualifications and the proposals with the representatives from Clairidge Homeowner Association and their property manager. The HOA representatives and property manager indicated a strong preference for All Terrain Landscaping, Inc. given their annual price, commitment to be on site 2 full days a week, and All Terrain Landscaping, Inc. owner’s commitment to be present and reachable at any time.

After discussions, the calculation matrix, and the level of service we have been able to monitor at another Homeowner Association, staff agrees that All Terrain Landscaping Inc. would be the best fit for Clairidge Homeowner Association.

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 3-year usage. For budgeting purposes an estimated 3-4% inflator was included on the general landscape maintenance element to represent anticipated CPI increases.

CLAIRIDGE HOA	General Landscape Maintenance	Irrigation Repair	Tree Work/Landscape Improvement/ Unforeseen Emergencies Needs	Sub-Total(s)
May 2024 & June 2024	\$15,217.27	\$3,000.00	\$6,500.00	\$24,717.27
Fiscal Year July 2024/June 2025	\$91,303.59	\$3,400.00	\$7,000.00	\$101,703.59
Fiscal Year July 2025/June 2026 (Estimated CPI Included)	\$94,955.00	\$3,800.00	\$7,5000.00	\$106,225.00
Fiscal Year July 2026/June 2027 (Estimated CPI Included)	\$98,754.00	\$4,000.00	\$8,000.00	\$110,754.00
Fiscal Year July 2027/June 2028 (Estimated CPI Included)	\$102,705.00	\$4,150.00	\$4,150.00	\$115,355.00
Fiscal Year July 2028/April 2029 (Estimated CPI Included)	\$106,815.00	\$4,300.00	\$4,300.00	\$120,115.00

Total Price for 5-Years:

\$578,869.86

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:

Clairidge Homeowner Association – Zone 10 22-322-5712-10

REQUESTED ACTION:

Recommendation to approve a five year professional services agreement with All Terrain Landscaping, Inc. for landscape maintenance of the common areas of Clairidge Homeowner Association within Landscape Lighting Act District 22 in the City of Calabasas for an amount not to exceed \$578,869.86. Staff will also meet

with All Terrain Landscaping, Inc. to have some frequencies reduced to meet the needs of the community. The five-year cost includes CPI adjustments.

ATTACHMENTS:

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