



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: APRIL 26, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE
MANAGER**

**SUBJECT: RECOMMENDATION TO REJECT ALL BIDS FOR LANDSCAPE
MAINTENANCE OF THE COMMON AREAS FOR LAS VILLAS
HOMEOWNERS ASSOCIATION WITHIN LANDSCAPE LIGHTING ACT
DISTRICT 22 IN THE CITY OF CALABASAS**

**MEETING
DATE: MAY 8, 2024**

SUMMARY RECOMMENDATION:

Recommendation to reject all bids for the landscape maintenance of the common areas for the Las Villa Calabasas Homeowners Association within Landscape Lighting Act District 22 (LLAD 22) in the City of Calabasas.

BACKGROUND:

American Heritage Landscape LP is the City's current contractor providing landscape maintenance service to the common areas within the community of Las Villas Homeowners Association under an emergency contract. In November 2021, then-contractor 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) for the Common Areas Landscape Maintenance Services for Las Villas 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 any were interested in the landscape maintenance of the common areas for Las Villas 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.

Staff continued to engage the contracting community and American Heritage Landscape LP agreed to resume the contract under its current terms and has been providing emergency landscape maintenance service since March 1st, 2022. This current emergency service agreement ended on February 28th, 2023 but American Heritage agreed to extend the agreement until new bid documents that met the needs of the community could be redeveloped and posted.

DISCUSSION/ANALYSIS:

The new Request for Proposal (RFP) documents have been prepared in coordination with input from senior staff in the Public Works Department, Las Villas Homeowners Association Board of Directors and their property management company, Ross Morgan & Co., Inc. In general, the scope of work consisted of general landscape maintenance of landscape spaces, including mowing, edging, weeding, pruning of shrubs and groundcovers, fertilizing as needed, litter clean-up, irrigation system monitoring, minor irrigation repairs, various hardscape areas, and tree trimming for clearances only within the community of Las Villas Homeowners Association as shown on the work area maps attached (General Landscape Maintenance).

Once the documents were completed, staff published the (RFP) documents on January 29th, 2024. The (RFP) was sent to ten potential landscape contractors on the City's contact list and was posted on the City website. Staff also issued and posted the (RFP) 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 Monday, February 5th 2024. Once the information session was over, all bidders were provided the chance to walk and tour the property on February 5th, 2024. The following is the list of those that attended:

- American Heritage Landscape LP
- All Terrain Landscaping Inc.
- JAS Landscape LLC
- Parkwood Landscape Inc.
- SGD Enterprises dba Four Seasons Landscaping
- Slade Industrial Landscape
- Stay Green Inc.

On March 1st, 2024, the City received four proposal packets from, All Terrain Landscape, Inc, JAS Landscape LLC, American Heritage Landscape LP, and SGD Enterprises dba Four Seasons Landscaping.

Three proposers who did not turn in proposal packets were Parkwood Landscape Inc., Slade Industrial Landscape, and Stay Green Inc. Staff reached out to them to ask why they did not submit a proposal, Parkwood Landscape Inc. and Stay Green Inc., did not have the time due to other bidding opportunities. Slade Industrial Landscape stated it just did not fit into their landscape portfolio.

The proposal packets that were received city staff reviewed, verified licenses and placed the proposer’s calculations into the calculation matrix to confirm pricing. The results are below:

Proposer	Proposal Annual Amount (As Provided by Proposer)	Calculation Matrix Annual Amount (Corrected)	Action
All Terrain Landscaping, Inc.	\$77,366.96	\$73,851.56	Disqualified
American Heritage Landscape LP	\$89,998.72	\$32,132,691.58	Disqualified
JAS Landscape LLC	\$420,455.00	\$2,547,782.75	Disqualified
SGD Enterprises dba Four Seasons Landscaping	\$154,424.94	\$154,424.94	Exceeds Assessment Amount

*Three of the four proposals contained mathematical errors.

Once City staff finished and discussions were completed, staff reached out to all four proposers. The first group was the three proposers with calculation errors who were disqualified. Staff presented the mathematical issues to the proposers, who understood the mistakes they had made.

Next, staff had a discussion with the remaining proposer, SGD Enterprises dba Four Seasons Landscaping. The issue was not with any paperwork or calculation, it was the Las Villas Homeowners Association does not have the funding within the Landscape Lighting Act District Assessment Account to cover the entire proposed annual amount for the landscape maintenance general service. When the discussions ended, it was agreed we would go back to the Las Villas Homeowners Association Board of Directors to hear their thoughts and to discuss what would be the best way to move forward.

The options discussed included rejecting all bids or negotiating with Four Seasons Landscaping to reduce the scope of service to lower the annual cost to match the annual assessment amount. After many discussions and with the understanding that the Las Villas Homeowners Association did not want reduced services, the best option was to reject all proposals. It was also determined Las Villas Homeowners Association would go out for ballot to increase their assessment amount as required under Proposition 218 during the current engineering assessment analysis for the annual administration for the Landscaping Lighting Act Districts for Fiscal Year 2024-2025. Also, staff will continue to work with the Las Villas Homeowners Association Board of Directors and their management company in preparing a new (RFP).

Lastly, once these decisions were made a letter was sent to all proposers with the information and the understanding a new RFP document was going to be posted.

FISCAL IMPACT/SOURCE OF FUNDING:

None.

REQUESTED ACTION:

Recommendation to reject all bids for the landscape maintenance of the common areas for the Las Villa Calabasas Homeowners Association within Landscape Lighting Act District 22 (LLAD 22) in the City of Calabasas.

ATTACHMENTS:

Exhibit A: Work Area Map(s)