



CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 15, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
EDGAR HERNANDEZ, INTERIM LANDSCAPE DISTRICT
MAINTENANCE MANAGER

SUBJECT: APPROVAL OF A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH SGD ENTERPRISES DBA FOUR SEASONS LANDSCAPING FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS OF LAS VILLAS HOMEOWNER ASSOCIATION WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 WITHIN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$813,910

MEETING

DATE: NOVEMBER 13, 2024

SUMMARY RECOMMENDATION:

Approve a five-year professional services agreement with SGD Enterprises dba Four Seasons Landscaping (Four Seasons Landscaping) for landscape maintenance of the common areas of Las Villas Homeowners Association (HOA) within Landscape Lighting Act District 22, Zone 11 (LLAD 22) in the City of Calabasas for an amount not to exceed \$813,910. The five-year cost includes CPI adjustments.

BACKGROUND:

Four Seasons Landscaping is a current contractor of the City providing landscape maintenance services to the common areas within the community at Bellagio HOA (LLAD 22, Zone 4). Staff has reviewed their proposal to provide services for

the Las Villas HOA and feels confident Four Seasons Landscaping will provide quality landscape maintenance service.

The landscape maintenance for the Las Villas HOA has been provided under an emergency contract since March 2022. At the beginning of 2024, a Request for Proposals (RFP) was prepared to solicit proposals from and award an agreement to a qualified landscape maintenance company. Staff prepared the documents and published the RFP on January 29, 2024. The RFP was sent to several potential landscape contractors on the City's contact list and posted publicly on the City's website. On May 8, 2024, all bids received were rejected due to significant calculation errors in the bid amounts submitted by all proposers.

Further, the Las Villas HOA has overspent LLAD 22 Zone 11 assessment funds in previous years and would need to refine the scope of the landscape maintenance services for the next several years to balance the fund. Staff met with representatives from the Las Villas HOA throughout the year to discuss the upcoming RFP and scope of work. Both parties agreed to reduce the scope of services to lower the annual cost. City staff prepared new documents, and the revised RFP was posted on August 1, 2024.

DISCUSSION/ANALYSIS:

RFP

The revised RFP documents were prepared in coordination with the Las Villas HOA board and their property management company, Ross Morgan & Co., Inc. In general, the scope of work consists of, but is not limited to: light general maintenance of landscaped planters, landscaped slopes, turf areas, irrigation systems, various hardscaped areas; and the cleaning of sidewalks within the Las Villas community shown on the work area maps (Attachment A). The revised RFP included a bid schedule divided into two parts: the base bid schedule, covering the general scope of work for the Las Villas HOA; and an optional/additive bid schedule, from which the City may award all or selected items as the budget allows.

In addition, the agreement includes an allowance for unanticipated activities such as irrigation repair, emergency or weather-related repairs, refurbishment of planters and landscaping on slopes, and special event needs. For budgeting purposes, prior five-year averages were used to estimate the extent of those costs and discussed with the representatives of Las Villas HOA.

Bidding

Staff published the RFP on August 1, 2024. These documents were posted on the City's website. Staff also issued and posted the RFP to the following 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 posting period, a mandatory information session and job walk were held, and nine prospective bidders attended the meeting on Thursday, August 29, 2024. The following is the list of those who attended:

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

On October 1, 2024, the City received seven proposal packets from the following companies: All Terrain Landscaping, Inc., Parkwood Landscape, JAS Landscape LLC, Mariposa Landscape, Four Seasons Landscaping, Stay Green Inc., and American Heritage Landscape. The proposal summary for the General Landscape Maintenance is below in Table 1. The base bid consists of bid items that were determined to be necessary to adequately maintain the existing landscaping. The optional bid includes bid items that would enhance the landscaped areas, but are not absolutely necessary.

Table 1. LLAD 22 Zone 11 Bids

Proposer	Base Bid	Optional Bid
All Terrain Landscaping Inc.	\$47,265.76	\$30,290.00
Parkwood Landscape	\$48,327.00	\$38,736.00
JAS Landscape LLC	\$331,910.00	\$66,910.00
Mariposa Landscape	\$113,232.60	\$27,446.10
Four Seasons Landscaping	\$104,393.24	\$45,261.00
Stay Green Inc.	\$53,326.00	\$14,966.00
American Heritage Landscape	\$72,290.40	\$21,816.38

After staff reviewed all proposal documents, verified licenses, and checked calculations, it was found that six bidders had calculation errors in their proposals. Out of the seven bidders, Four Seasons Landscaping was the only one with no calculation errors in their base bid. Please see the calculation matrix below (Table 2):

Table 2. LLAD 22 Zone 11 Bids and Corrected Bids

Las Villas HOA	Base Bid – Year 1	Optional Bid – Year 1	Revised and Corrected Base Bid – Year 1	Revised and Corrected Optional Bid – Year 1
All Terrain Landscaping Inc.	\$47,265.76	\$30,290.00	\$632,036.56	\$30,290.00
Parkwood Landscape	\$48,327.00	\$38,736.00	\$33,943,305.00	\$5,907,272.00
JAS Landscape LLC	\$331,910.00	\$66,910.00	\$133,159,210.00	\$8,080,010.00
Mariposa Landscape	\$113,232.60	\$27,446.10	\$35,039,729.88	\$1,141,558.20
SGD Enterprises DBA Four Seasons Landscaping	\$104,293.24	\$45,261.00	\$104,293.24	\$35,470.00
Stay Green Inc.	\$53,326.00	\$14,966.00	\$12,859,884.00	\$1,706,517.00
American Heritage Landscape	\$72,290.40	\$21,816.38	\$33,810,832.92	\$2,082,363.40

It is important to note that at the pre-bid job meeting, City staff reiterated to the proposers the importance of checking their bid amounts line by line to ensure there were no mathematical errors. The RFP package also contained two examples illustrating how to complete the bid schedule. However, despite these efforts, six proposals contained significant mathematical errors.

Upon review of the proposals, proposed costs, qualifications, and references, staff recommends that Four Seasons would be the best qualified to provide landscaping services for the Las Villas HOA. Staff, the HOA board, and the property manager will monitor landscape services and adjust the frequencies of service as necessary for the community and within the approved contract amount.

Below is the cost breakdown for the five-year agreement (Table 3) with Four Season Landscaping. The contractor proposed the General Landscape Maintenance Cost, and the other items in the scope are based on the prior years' actual costs. An estimated 3.5% inflator was included on the general landscape maintenance element for budgeting purposes to represent anticipated CPI increases. The contract's first year has been prorated because it is only one-third of the fiscal year (March – June 2025). At the end of Fiscal Year (FY) 23-24, Zone 11 had a negative balance of \$62,020, and the remaining projected revenue will be used to pay the balance. Staff anticipates the fund will be positive in FY26-27, at which time Zone 11 can begin building a capital reserve.

Table 3. Agreement Budget

Year	General Landscape Maintenance Cost	Tree Work/Landscape Improvement/ Unforeseen Emergencies Needs	Annual Cost	Assessment Revenue (Projected)
March 2025 through June 2025	\$ 37,840	\$ 6,000	\$ 43,840	\$ 49,814
FY25-26	\$ 115,189	\$ 9,000	\$ 124,189	\$ 166,804
FY26-27	\$ 119,220	\$ 10,000	\$ 129,220	\$ 172,642
FY27-28	\$ 123,393	\$ 11,000	\$ 134,393	\$ 178,685
FY28-29	\$ 123,393	\$ 12,000	\$ 135,393	\$ 178,685
FY29-30	\$ 127,712	\$ 13,000	\$ 140,712	\$ 184,938
Five-year Total			\$ 707,746	\$ 931,567
Contingency-15%			\$ 106,616	
Total Budget			\$ 813,908	

FISCAL IMPACT/SOURCE OF FUNDING:

The funding for this agreement is available in the 22 Fund in account 22-322-5712-11. The FY24/25 budget in the account will be adjusted from the \$78,000 currently shown to approximately \$161,000 to align with anticipated assessment revenue. Future years’ budgets will be adjusted accordingly to match assessment revenue, and all budgets are contingent upon Council approval.

REQUESTED ACTION:

Recommendation to approve a five-year professional services agreement with Four Seasons for landscape maintenance of the common areas of Las Villas Homeowner Association within Landscape Lighting Assessment District 22 in the City of Calabasas for an amount not to exceed \$813,908. The five-year cost includes CPI adjustments.

ATTACHMENTS:

- A. Las Villas HOA Letter
- B. Work Area Maps
- C. Las Villas HOA Fee Schedule
- D. Professional Services Agreement