

September 14, 2005

Mr. Steve Ball
Landscape District Maintenance Manager
City of Calabasas
26135 Mureau Road
Calabasas, CA 91302

Subject: Proposal to Provide Document Update for District-Wide Landscape
Maintenance Specifications of Landscape Maintenance District 22

Dear Mr. Ball:

Willdan understands that the City of Calabasas (City) wishes to retain a consulting firm to update the contract documents, specifications, and plans for the District-Wide Landscape Maintenance of Landscape Maintenance District 22 (LMD22).

It is our understanding that Landscape Maintenance District 22 is comprised of several privately held homeowners associations (HOA) that operate independently. It is the City's responsibility to oversee the HOA's operations. Each HOA has its own management firm/agency that is responsible for their portion of the privately held open space/common areas. The HOA's role is to run the operations and define the services for their respective parcel. All land that each HOA occupies is privately held.

The City is responsible for procuring contractors for the LMD22. This updated document will include instructions and specific perimeters for each HOA within District 22. In addition, this updated document will address issues such as operational efficiency, water conservation, and visual improvement of existing landscaped areas that are below standard.

Finally, it is our understanding that in order to better serve and obtain an in-depth view of each HOA's perspective, a series of HOA community meetings will be necessary. The City will arrange for these meetings to occur and Willdan will be in attendance to assist in addressing any technical questions regarding maintenance procedures.

SCOPE OF SERVICES

Task 1.0 - Public Outreach

Prior to beginning the maintenance specification document, the City will arrange meetings with the HOA's representatives. HOA representatives will be necessary in order to identify each association's individual specific requirements. From these meetings, we will be able to gauge each HOA's perspective regarding the current performance of the contractors.

Willdan's involvement at this stage would be to participate as a tertiary element. We would be available to answer any technical questions regarding maintenance procedures. Prior to the HOA meetings, Willdan will prepare a questionnaire outlining various aspects of the maintenance elements. Such questions will include: level of maintenance, responsiveness to requisitions, workers' politeness, cleanliness of work performed, thoroughness, interpretations of plans and specifications, etc. Once this questionnaire is mailed out to the HOAs representatives and returned to the City, the HOA meetings can be arranged for public discussion.

Once the meetings have been conducted with the HOAs, Willdan will sit down with City staff to develop a scope of work for the individual HOAs. From this scope of work, Willdan will then prepare a bid schedule listing all items for that specific HOA.

Task 2.0 - Information Gathering

This task involves outlining the steps to be taken at the onset of the project. Willdan will consult with City staff and all pertinent representatives regarding all HOA landscape maintenance zones. Willdan will confirm the scope of work, define roles and responsibilities, and confirm project objectives timelines and design goals/desires.

Willdan is requesting that the City provide, if available, all relevant data/information for the HOA zones within District 22. The relevant data/information can include tract maps, parcel maps and construction drawings such as irrigation plans and planting plans. If construction plans are available, we prefer obtaining copies of the as-built plans. In addition, aerial photos would be useful. Willdan will furthermore obtain copies of any City landscape standard, or guidelines for landscaping in a maintenance zone, and utilize this in the planning stage of the project.

A work program and schedule will be prepared to illustrate the milestones and submittal dates as well as a summary of tasks to be performed. The work program and schedule will be based on previous discussions with City staff. Examples of milestone activity would include:

- Conclusion of the field review;
- HOA meetings;
- Preliminary assessment report of HOA zones;
- Opinion of probable construction cost estimates;
- Preparation of draft contract document; and
- Final contract document.

Task 3.0 - Field Review

Willdan will conduct field reviews to assess each HOA landscaped areas. This involves site reconnaissance to determine the existing conditions of each zone. Special attention will be paid to tree, shrub and groundcover arrangement and condition of the shrubs, i.e., whether they are overgrown, not suitable for the climate or project, are improperly maintained, or are of poor quality. Following this analysis, recommendations will be made as to whether portions of the landscape should be replaced or allowed to remain. In addition, within each HOA area square footages will be calculated. The descriptions will be divided into categories of turf, shrub (planting area), common area, open space, weed abatement areas, sloping and flat, medians, parks, and lakeside.

As part of the field review, Willdan will study the site topography and document the type of terrain, i.e., sloping, flat terrain, or combination slope and flat. Sun exposure orientation will also be made. An evaluation of the irrigation system will be performed to determine if the irrigation system is operable or non-operable, outdated, adequate or not adequate.

Maintenance intensity level requirements will also be identified, as well as which areas are adjacent to natural vegetation corridors.

Documentation of the project sites will include photographs of each zone indicating general appearance. Areas that exhibit poor, fair or good landscapes will be documented. The photographs will also document the dominant tree, shrub and groundcover species within each zone. Additional documentation will include a general irrigation assessment for each zone.

Each area will be evaluated for degree of work and/or problems to determine solutions (i.e., short-term fix versus long-term fix; shrub planting only; irrigation modifications only; tree planting only; combination of full, moderate or light demolition; and new/replacement for irrigation, shrub, groundcover and trees).

After these steps have been completed, Willdan will arrange a meeting with City staff and pertinent HOA representatives to review all submitted documents, and schedule additional meetings if necessary.

Task 4.0 - Preparation of Contract Documents, Specifications, and Plans

Following the submission and review of the assessment reports to City staff, Willdan will meet with staff and develop a list of specifics for each zone. The list will be based on all the documentation provided. Each HOA zone will have a list that identifies all aspects of the landscape inventory and identifies specific maintenance requirements, i.e., drainage structures clearing, annual color change out.

Once the field reviews and HOAs meetings have been completed, Willdan will prepare the first draft of the updated contract documents, specifications, and plans for the LMD22.

The format and information content of the new documents will generally follow the previous document dated April 1995. Additional items that will be part of the new document will include updates to current standards and reference numbers. The landscape maintenance document will be comprised of five sections:

- Bid and Contract Information
- Labor Provisions
- General Provisions
- Special Provisions
- Appendices (Maps and Plans)

The bid schedule portion under section "Bid and Contract Information" will contain a general schedule that covers all the HOA parcels. Following the general schedule will be separate individual schedules that define specific items related to a specific HOA parcel.

Based on the approved list of maintenance requirements for each HOA zone, Willdan will prepare an opinion of probable construction cost estimate for each HOA zone.

Additional Support Material

This draft report will include all the information discussed and reviewed by City staff regarding the HOA zones. In addition to the maintenance specification document, the report shall include:

- Site assessments and detailed description of each zone, i.e., topography, irrigation, vegetation;
- Photo journal of each zone;
- Conditions/evaluation of trees, shrubs, and groundcover;
- List of recommendations for landscape improvements in each zone;
- Detailed/itemized probable construction cost estimate for the maintenance; and
- Detailed maintenance program.

Final Document

Willdan will submit a draft to City staff for their review and comments. Following this, Willdan will respond to comments and adjust draft to address comments from all parties. The final maintenance specifications document will be completed in a form sufficient for solicitation of competitive public bids.

Task 5.0 - Project Administration

Following the maintenance document approval by the City and HOAs, Willdan will prepare the documents for public bidding. It is our understanding that the City intends to select pre-qualified contractors for bidding on the documents. The only public advertising will be in the local newspaper. Willdan will perform the following tasks:

- Photocopying for distribution to contractors.
- Attend a pre-bid meeting with contractors.
- Coordinate the formal bid process with the City Clerk's Office.
- Respond to prospective bidders requests for clarifications regarding the plans and specifications during the bidding period.
- Prepare and issue addenda as required.
- Participate in the evaluation of bids received.
- Assist the City in securing bids and awarding projects.
- Perform a comprehensive analysis of all construction bids received, check compliance with bid documents, and verify contractor qualifications.
- Prepare the staff report recommending to the City Council award of the contract.

DELIVERABLES - Anticipated Deliverables include the following.

- Three copies of preliminary evaluation reports.
- Three copies of 1st draft of maintenance specifications and cost estimates.
- Three copies of 2nd draft of maintenance specifications and cost estimates.
- Stamped and wet signed final maintenance specifications for reproduction.

- One electronic file (CD format) of entire document (plans and specifications).

Note: The entire plans and specifications document will be in Microsoft Word.

ADDITIONAL SERVICES

Additional scope or other design related services would be provided on a time-and-materials basis based on Willdan's standard hourly rate schedule.

EXCLUSIONS FROM SCOPE OF WORK

- Hazardous materials (asbestos, lead paint, etc.) testing and related services.
- Analyses, surveys, or studies of any kind.
- Soil testing (Agricultural).

PROJECT SCHEDULE – Refer to Exhibit A following the conclusion of this proposal.

FEES – The following chart below identifies scope of work, personnel assigned to those specific tasks along with hours and fees.

Task	By	Hours	Total Hours	Cost	Total Cost
1.0	Public Outreach				
A	Kick-off Meeting	Hidalgo Klodt Nguyen	6		
B	Questionnaire for HOA Representatives	Hidalgo Klodt	40		
C	Meetings with HOA Representatives	Hidalgo Klodt	90	136	\$14,500
2.0	Information Gathering				
A	Data Collection for District 22	All	80		
B	Review of and Creation of GIS Mapping	Hidalgo Staff	100	180	\$20,700
3.0	Field Review				
A	Site Visits	All	160		
B	Calculate Square Footages	Klodt Nguyen	40		

	C	Review with HOA and City Representatives	Hidalgo Klodt	100	300	\$34,500	
4.0	Preparation of Contract Documents, Specifications, and Estimates						
	A	1 st Draft Specs and Estimates	Hidalgo Hayes	80			
	B	2 nd Draft Specs and Estimates	Hidalgo Hayes	50			
	C	Final Draft Specs and Estimates	Hidalgo Hayes	30	160	\$19,800	
5.0	Project Administration						
	A	Specification Preparation	Hidalgo Hayes	20			
	B	Attend Pre-Bid Meeting/Project Clarification	Klodt	10			
	C	Bid Opening	Klodt	4			
	D	Bid Analysis Prepare Staff Report	Hidalgo Klodt	20			
					54	\$8,000	
					830		\$97,500

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CONCLUSION

We appreciate this opportunity to propose on this project. Should you have any questions or need further clarification on some points, please do not hesitate to call Mr. John Hidalgo at (562) 908-6248.

Two originals of this proposal are being submitted. Please indicate City of Calabasas' approval and authorization to proceed by signing both originals and returning one to our office.

Respectfully submitted,

Approval and Authorization to Proceed By:

WILLDAN

CITY OF CALABASAS

Ken Rukavina, P.E.
Vice President

Signature

William C. Pagett, P.E.
Senior Vice President

Date

Enclosure

JH:mh
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