



CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

---

**DATE:** JANUARY 18, 2006

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** CHARLES S. MINK, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

**SUBJECT:** RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN, FOR PROFESSIONAL LANDSCAPE ARCHITECTURAL SERVICES IN AN AMOUNT NOT TO EXCEED \$97,500.

**MEETING DATE:** FEBRUARY 1, 2006

---

**SUMMARY RECOMMENDATION:**

Staff recommends a one year professional services agreement, in the amount not to exceed \$97,500, be awarded to Willdan for professional Landscape Architectural Services relating to rebidding the City's landscape maintenance contracts.

**BACKGROUND:**

Landscape maintenance contracts were originally bid in 1995, and have remained in-place as the basis of landscaping work throughout the City. In order to rebid the maintenance contracts for FY 2006/2007, a new inventory of facilities and services needs to be incorporated into project documents to be bid in the spring, 2006.

**DISCUSSION/ANALYSIS:**

As part of updating services to the Landscape Maintenance District 22 (LMD 22), a new inventory of landscaping maintenance goals and level of services needs to be established with the concurrence of the HOAs to create a bid document that will be used to provide maintenance contract services to the various HOAs in LMD 22. This

process will lead to bidding the services and awarding maintenance contracts to correspond to the new tax year beginning July 1, 2006.

The scope of work included all facets of developing landscape maintenance bid documents that provide landscape maintenance services to each LMD 22 HOA, in accordance with their needs and their maintenance district budget. The scope requires actual field review of the work areas, meeting with the HOA representatives for their input on the level of services desired, preparation of contract documents, meeting with LMD 22 HOA representatives again to gain concurrence on the documents, and to assist the City in getting and analyzing bids from qualified landscape maintenance contractors.

Willdan prepared the City's original contract documents that were bid in 1995 and has provided many other agencies with similar services for LMDs, Park Districts, School Districts, and general Public maintenance inventories and contracts.

**FISCAL IMPACT/SOURCE OF FUNDING:**

All costs associated with this contract are related to the reorganization of the zones within LMD 22 and the costs of this work will be taken from the LMD 22 reserve fund. General funds are not required for this contract.

**REQUESTED ACTION:**

Staff recommends that Council approve a Professional Services Agreement with Willdan, for professional Landscape Architectural Services, in an amount not to exceed \$97,500.

**ATTACHMENTS:** Scope of Work  
Contract